

7th February 2020

Dear Parent/Carer

“Take Your Child to Work Day” for Year 8 students – Monday 2nd March 2020

Thank you for returning the reply slip to let us know that it **will** be possible for you to arrange a placement for your son/daughter for Take Your Child to Work Day with you; another family member or a trusted family friend. We now need a little more information from you on the form overleaf.

As you can see the form is divided into two parts – the first is to give consent from the parent/carer. The second part is more detailed which is to be completed by your employer. Please ensure both parts are completed and returned to the box on Student Reception by **Monday 24th February** at the latest. Experience has shown us that it can sometimes take a little while (and a few reminders!) for busy employers to complete their part of the form so please ensure it reaches them in good time.

Insurance

Our college has cover for cancellation, personal accident and associated expenses and loss of personal effects for any organised school trip, journey or event outside the boundary of the school. Please note there is an excess of £15 on this policy and depreciation may be levied by the insurer on claims for equipment that is not new. In the event of a claim, please contact the Finance Office for a claim form. If you have any queries about the health and safety aspects of a work placement please check out the following link:

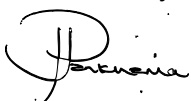
<https://www.hse.gov.uk/youngpeople/workexperience/>

As the College is legally required to account for the whereabouts of students, pupils will ONLY be able to participate in Take Your Child to Work Day if we receive full details of the work placement on the form attached by Monday 24th February. If we do not full receive details and your child is absent from school on 2nd March it will be an unauthorised absence.

It is intended that students take time to observe, shadow and speak with both employers and employees. Prior to the day the College will issue students with a work booklet which includes a range of prompts and tasks to research and complete during their placement. There will be prizes for the most creative and interesting entries! Take Your Child to Work Day is intended to be purely one of work shadowing and observation – not work experience – therefore if students do take part in work tasks, these should be low level ones.

If you have any queries about the day or suitability of a placement please contact Mrs Kate Allen on 01536 720 300 or kallen@latimer.org.uk or Michelle O'Brien mobrien@latimer.org.uk Thank you in advance for your support.

Yours faithfully



Ms J Pankhania
Assistant Principal



The Latimer Arts College
PARENT & EMPLOYER'S CONSENT FORM –TAKE YOUR CHILD TO WORK DAY
Monday 2nd March 2020

For PARENT/CARER to complete

Name of Student.....Tutor Group.....

As a parent/carer of the above student I confirm that I understand and agree to my son/daughter taking part in the take Your Child to Work Day on Monday 2nd March 2020.

Name of parent/carer.....

Signature of parent/carer.....Date.....

For EMPLOYER to complete

Name of Company.....

Address of Company.....

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Contact name at the Company.....

Telephone number of Company.....

Contact email address at the Company.....

Public Liability Insurer and Policy Number.....

Brief outline of nature of work.....

We confirm that the Student entering our Company from The Latimer Arts College will be carrying out work shadowing/work observation activities only. As a Company the following policies/procedures will be in place to ensure the health, safety and welfare of the Student:

- Public Liability insurance.
- Employers Liability insurance.
- The plan of the day is appropriate and supervision of the Student adequate.
- Students will not have unsupervised access to people who are debarred from working with young people.
- There will be a health and safety briefing on the premises or site and any personal protective equipment is provided, if this is appropriate.

Signature of the Employer.....

Date.....

Position

PLEASE COMPLETE AND RETURN TO STUDENT SERVICES BY MONDAY 24TH FEBRUARY