

22<sup>nd</sup> November 2019

Dear Parent/Carer

**Careers & Raising Aspirations – “Take Your Child to Work Day” for Year 8 students**

As part of the Careers and Raising Aspiration Programme the College is once again running an event called “Take Your Child to Work Day” on **Monday 2<sup>nd</sup> March 2020**, where students will gain a valuable insight into the world of work. On this day Year 8 students are asked to accompany a parent/carers or other named adult (relative/family friend/neighbour) to work for the day in order for them to observe life in the workplace, and to discuss career aspirations, the nature of work etc.

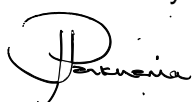
During the day it is intended that students take time to observe, shadow and speak with both employers and employees. Prior to the day the College will issue students with a work booklet which includes a range of prompts and tasks to research and complete during their placement which they will keep in their *Passport to Success File* at College. There will be prizes for the most creative and interesting entries! The aims of the day include: allowing students to understand the role and responsibilities of different employers in an organisation; prepare for change; reflect on their strengths in relation to work; communicate confidently with their peers and adults and relate future job opportunities to their personal qualifications and skills. This activity 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.

The Government’s introduction of statutory career guidance in schools states that every pupil should have first-hand experiences of the workplace. This will be through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks. We would like to see **EVERY** student secure a placement. Remember this does not have to be with a parent or carer. It can be with a relative, trusted family friend or neighbour.

In order for us to have a clear idea of numbers, please complete the brief reply form (attached) and return to Student Services by **6<sup>th</sup> December 2019**. In the New Year we will be asking you to complete a more detailed Parent and Employer Consent form but, in the meantime, we just need a clear idea of numbers. **If you are unable to find a placement you are required to indicate this on the reply slip and your child will be expected to attend school on Monday 2<sup>nd</sup> March 2020.**

If you have any queries about the day or suitability of a placement please contact Mrs Kate Allen on 01536 720300 or [kallen@latimer.org.uk](mailto:kallen@latimer.org.uk) Thank you in advance for your support.

Yours sincerely

Ms J Pankhania  
Assistant Principal



**Take Your Child to Work Day – Monday 2<sup>nd</sup> March 2020 – Reply form (please tick one)**

Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

☐ I will be taking my son/daughter to **my workplace** on Monday 2<sup>nd</sup> March

☐ I will be arranging for my son/daughter to accompany **a relative/family friend** to their workplace on Monday 2<sup>nd</sup> March

☐ It will **NOT** be possible for me to arrange a placement for my child on Monday 2<sup>nd</sup> March; therefore, my son/daughter will attend school as usual on this day

Name of parent/carer (please print): \_\_\_\_\_

Signed: \_\_\_\_\_

**Please return this form to Student Services by 6<sup>th</sup> December 2019**

*If we do not hear from you by 6<sup>th</sup> December we will assume that it has not been possible to secure a work placement and we will arrange an alternative activity for your child for the day*