21st September 2023

Dear Parents/Carers,

**Take Your Child to Work Day – July 2024**

As part of our commitment to our careers provision, we are planning to run a *“Take Your Child to Work”* day for Year 8 students. We hope that this day will be both beneficial and successful, helping to shape career ideas, employability skills, whilst also enabling students to recognise the relevance of the school curriculum in the workplace and give an insight into the world of work.

Interactions with employees, employers and work environments are proven to assist the development of employability skills and awareness of the world of work.

Our aim is that year 8 students gain a “taste” of the real world in a friendly and safe environment e.g. their parents’ place of work, or that of a close relative or a valued family friend.

Each year 8 tutor form will be given a separate date for this event and the dates are as follows:

**Ash – Monday 1st July 2024**

**Beech – Tuesday 2nd July 2024**

**Cedar – Wednesday 3rd July 2024**

**Maple – Thursday 4th July 2024**

**Oak – Friday 5th July 2024**

**Rowan – Monday 8th July 2024**

**Sycamore – Tuesday 9th July 2024**

**Willow – Wednesday 10th July 2024**

This activity does of course require your active support in order to be effective. We hope that every student can have the opportunity of a placement, but we do understand that it may not be possible for your child to accompany you. We would therefore recommend asking relatives or trusted family friends if they would be able to accommodate your child.

If for any reason a placement is not possible then your child will be required to attend school as normal.

This activity is intended to be purely one of work shadowing/work observation and **not** work experience, therefore, students are expected to observe work and if they do take part in work tasks these should be low level ones.

If you’re working from home, it would be suitable for your child to shadow you in this role, providing you are happy for them to do so.

Our goal is to make this event worthwhile for every student, therefore students will be given a workbook to complete during their placement.

Attached with this letter are the Parent’s Consent Form and the Employer’s Consent Form which will need to be fully completed in order for us to authorise the placement.

Please note, the Employer’s Consent Form should only be completed by people who are authorised to sign on behalf of the company, where the placement is taking place. Parents therefore can only complete the Employer’s Consent Form if they are the director/owner of the company and therefore authorised to do so.

It is vital that this form is completed, even if you are working from home, as your home is still classed as an approved work place and therefore your child will still need to be covered by your employer’s insurance.

***A key part of being able to allow an experience of a workplace environment is the requirement to obtain a copy of the Employer’s Liability Insurance Cover from your employer. This should be straight forward to obtain and a copy should be forwarded to us. We will require this before allowing any child to attend the workplace.***

To enable us to plan for the activity, could you please return the two original completed consent forms, together with a copy of the Employer’s Liability Certificate to me in the library **no later than Friday 19th April 2024.** Should one of the three documents be missing we will be unable to authorise the placement.

Should you require any further information or have any questions please contact me on 01604 833900, or alternatively, email careerslead@campionschool.org.uk

Yours sincerely

Mrs N Capon

**Careers Co-ordinator**