

Dear Parent/Carer,

### **RE: Take Your child to Work Day**

On **Friday 10<sup>th</sup> July**, Year 10 are being offered the chance to take part in the initiative 'take child to work day'. This is intended to give students an insight into the world of work and encourage them to think about their own career choices. We understand that for a variety of reasons, it may not be possible or suitable for every student to take part, but to ensure all students have equality of opportunity, we would suggest asking relatives or friends if they would be able to accommodate students who are not able to accompany their parent or carer.

If a suitable placement is still not available, then students will need to be in school following normal lessons or other activities for the day.

Parents or carers should use their own judgement about where their son goes for the day and the suitability of the working environment. The school is aware that the working landscape has changed a lot, with many employees working from home. We would advise that if parents/carers work from home or alone, it is not a new learning experience or environment, and therefore we would not deem this to be suitable.

We hope that as many students as possible will be able to accompany and work shadow a parent/carers throughout a usual working day. Students will travel to and from work with their parent/carers/sponsor and will therefore be covered by the health and safety practices of the organisation they are visiting.

The aim of the day is to give year 10 students their first experience of the world of work and broaden their horizons beyond school. Furthermore, it will allow students the chance to reflect on what kind of career they would want to do in the future.

We will be using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

#### **The process**

- Students will need to start the process by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). Students must make sure they put the details in correctly. They will put details of the placement, the employer and the parent/carer. They need to make sure they click Mr Dordoy as the placement coordinator.
- The Unifrog system will then email the employer, the parent / carer, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**
- The employer section can be completed by you or the family member that the student is going with. You must be able to provide a copy of the company's liability insurance.
- Once this section is completed, you will receive an email to confirm that you give permission as a parent/carer for your son to go on the placement.
- Once this is completed, the school coordinator will approve the placement.

I have added additional links at the bottom if you need more guidance.

Please could you complete the initial student form by no later than **Friday 27<sup>th</sup> March**. If you have a problem with taking your child to work, please contact Mr Dordoy or Ms Hampton.

Yours Faithfully,

Ms Hampton

Careers Lead

### Useful Links

1. Placements / Work experience: Guides for Parents

<https://www.unifrog.org/placement/guides>

2. How to use the Placements tool

<https://www.unifrog.org/blog/unifrog-placements-tool-faqs>

3. Filling out your student initial form

<https://www.loom.com/share/77c923ee8f7c4b1e9c917f2ba1e0242a>