

Dear Parent/Carer

Monday 8th January 2024

We are planning a 'Take Your Child to Work Day' on **Tuesday 19th March 2024** for year 10 students. This will involve students spending a day at their parent/ carer's workplace, shadowing them throughout the day. It will give the students valuable experience of the world of work, and start to prepare them for their entry into the workplace. Students will have a worksheet & evaluation form to complete while at the workplace and the employer will be asked to complete a brief evaluation online after the event.

We understand it may not be possible for your child to accompany you. In this case, we would suggest asking close relatives if they are able to accommodate them, so that all students have an equal opportunity to take part. Close relatives include; parents/ carers, step-parents, siblings over the age of 18 and grandparents. If a suitable placement is still not available, your child will need to be in school on that day, following their school timetable and in the summer they will attend an experience of a workplace event as an alternative activity to Take your Child to Work Day.

Parents should use their own judgement about where their child goes, however if parents/carers work at home, it is unfortunately not a new learning experience or environment, therefore it is not permitted. It is also not appropriate for Health and Safety purposes, if the parent is for example, based on a building site, a workplace using chemicals, or in other hazardous situations.

We hope you can arrange for your child to accompany you or a close relative throughout a normal working day. Obviously, you will have to acquire the permission of your employer to have your child with you on that day. They will travel to and from work with that person and be covered by the 'Health and Safety' practices of the organisation which they are visiting and covered under their Employers Liability Insurance.

Please see the attached Parent Information PowerPoint to give you more information on the Year 10 Take Your Child to Work Day. Please complete the attached contact & consent form, stating where your child will be going and with whom or state if they are not taking part. It needs to be signed by all parties, the parent, the person accompanying the student (if different) and by the employer.

Completion of the form below is required whether your child is participating or not in this activity and must be returned no later than 9th February 2024.

Yours sincerely

Hayley Jones
Careers Advice & Guidance Manager



PLEASE COMPLETE THIS FORM AND RETURN TO the careers office in C210

NO LATER THAN

9th Feb 2024.

Alternatively you can scan and email your completed form to ngribbins@queenelizabeths.com

Student Name: Tutor Group:
.....

Please complete section A or B as applicable

A) I am willing for my child to participate in the **Take Your Child to Work Day on Tue 19th March 2024.**

I understand that I or the close relative who I nominate to take my child, will have parental responsibility for my child during this day.

Signed: (Parent/Carer) Date:
.....

Print Name: Relationship to child :
.....

Please arrange for a **photograph** of your child showcasing their experience on the day.
I am happy for photos of my child to be used in school articles about this event **YES/ NO**

Company Name & Full Address where student will be working: *(No high risk workplaces permitted)*

.....
.....
.....

Name of **person who will be supervising the child**.....

Their email address
.....
.....

Their phone number
.....
.....

Relationship to child: *(Parent/ Carer/ Sibling over 18/ grandparent/other relative)*

Description of what the company does/ what your role entails
.....
.....
.....

*I understand that this child will be my responsibility and will be under my supervision at all times during this day. I confirm they will **not** take part in any high risk activities.*

Signature of relative who will be supervising the child Date
.....

Employer: *I confirm I have authorised that this student may attend our company premises for this date & I*

confirm that the company holds Employer Liability Insurance. (HSE Guidance on Work Experience and Insurance can be found by googling [Young people at work - work experience - HSE](#) if useful)

Name of company representative (PRINT)

Date.....

Position.....

Signature.....

- B)** I am unable to find a suitable placement for my child to participate in the **Take Your Child to Work Day on Tue 19th March 2024**, therefore they will be attending school on that date & participating in the alternative experience of a workplace event in the summer (date/time TBA nearer the time).

Signed: (Parent/Carer) Print Name:

.....