

Take Your Child To Work Day



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Why Participate?

- Helps them prepare for the world of work.
- Gives them experience of the workplace environment understanding rules outside of a school setting.
- Allows them to see what their parent's working day is like and what motivates them
- Give them the chance to explore a career and jobs first hand
- See the value of school and qualifications in the long run.



Where could they go or not go?

Could go?

- Office work
- Retail
- Large and small companies
- School, if different to their own

Not go

- Hazardous and dangerous jobs: eg building sites, somewhere with toxic chemicals
- Jobs that may involve a lot of driving
- Parent working from home
- Some medical situations or counselling jobs might not be appropriate
- Places that have an age restriction such as Pubs

What if your Child cannot participate in this day?

- Your child **must come to school as per normal**, and will follow their normal timetable.
- Absence because of 'non participation' will **NOT** be authorised.
- As an alternative they will have the opportunity to participate in an '**Experience of the Workplace**' visit which will take place this summer (details and dates to follow).

Who could they go with?

- If you feel your work situation isn't appropriate or your employer is unwilling to have your child along:-
- You could ask a close relative that you trust to supervise your child in their workplace for the day.
- *The following would count as close relatives:*
 - *Parent/Step Parent/ carer*
 - *Grandparent*
 - *Sibling over the age of 18*
 - *Aunts & Uncles*





Official Bits

- Your child will be marked as taking part in work experience on the school register so they won't lose any attendance marks
- They will be covered by your company's **Employer Liability Insurance** and **Health and Safety policy** while they are on their premises
- They will be travelling to and from your place of work with you or your appointed close relative, so will be your or their responsibility while going to and from work



Terms and Conditions

By signing and returning our form you are agreeing that:

- You are taking parental responsibility for your child on that date.
- Student will travel to and from work with parent/close relative, and will be supervised by that person throughout the whole day.
- Student will be covered by the organisation's Employer Liability Insurance
- Student will be covered by 'Health & Safety' practises of the organisation



Suggestions for the Day

1. Plan the day before hand, Think about:

- What you want them to see/learn
- Ask them what they are looking forward to.
- Speak to colleagues and ask their advice on tasks your child could complete.
- Are there any meetings they could attend or round table discussions? (if applicable)
- Are there any team building opportunities?
- Tours of the building and departments (if applicable)
- Try to give them activities/tasks so they are not just shadowing.

2. Keep them busy:

- **Make sure to involve and engage** them in your daily routine, so they can see how you tackle problems and execute solutions.

3. Breaks:

- **Be sure to include breaks and lunch time** in your day. It might be worth using this time also to assess how things are going and identify what they have been most interested in.



Suggestions for the Day

4. Taking Photos

- **Allow them time to take photographs** (if permitted) within the working environment of what they have found most interesting or have newly learnt from their time during this experience.

5. Reward

- If any tasks are completed by them successfully be sure to **congratulate them for a job well done**. At the end of the day you may wish to let them take home a souvenir or issue them with a certificate of accomplishment.

6. Evaluation Time

- In order to capture feedback on the success of their experience in the workplace, time will need to be given at the end of the day to **complete a short evaluation form** that will need to be returned to school the next day.
- Please can you email any photographs taken directly over to the Careers Team **Careers@queenelizabeths.com** (clearly stating your child's name in the subject heading).



Summary: To Do List

- Talk to your employer to check they are happy to host your request.
- Fill the **'Take your Child to work'** form in and ensure you and your employer sign it before returning the form to the Careers department via your child no later than:
Friday 9th February 2024
- Once the Placement is approved by school, an official **confirmation email will be sent to Employer/Parent and Student**
- During the day **students are asked to take photographs** of themselves in their working environment and then **complete an evaluation form** capturing their feedback whilst it is fresh in their minds.
- Parents/employer will be emailed their own **evaluation form to complete** capturing your thoughts on this experience.