



Together in the Pursuit of Excellence

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Dear Parent/Carer

**Re: Take Your Child to Work Day – Monday 14 July 2025**

It is highly recommended that all students gain workplace experience as this can help them to make decisions about their future career and education pathways.

With this in mind, we would like all of Year 10 to have an experience of a real workplace and, drawing upon practice from other schools, we are hoping that parents/carers can help us in supporting a 'Take your child to work day' initiative. This will take place on Monday 14 July and the idea is that parents, carers or other family members organise one day of workplace experience so that your child can gain an awareness of an actual working environment. Whilst in the workplace, it is hoped that students will also get the chance to develop vital life skills such as self-confidence, communication and independence.

During the summer term, your child will be tasked with writing a CV and letter of application in preparation for a Mock Interview that will take place in the October of Year 11. With the support of local employers from various businesses and organisations, the Mock Interview will give your child an insight in to how to answer interview style questions. It can also improve their confidence and communication skills and to help reduce the stress of any future job interviews. Therefore, the 'Take your child to work day' will not only give your child vital experience of talking to adults on a professional level but the work experience will also be useful in enhancing their CV.

**Keeping Children Safe in Education** guidelines now stipulate that supervising students under 16 on work placement constitutes regulated activity. This means that the company must allocate a supervisor to your child who has an enhanced DBS (Disclosure Barring Service) certificate. When approaching your place of work to support your child with the 'Take your child to work day', please ensure the company is aware that, if you as a parent are not supervising your child during the day, any other supervisor would need to apply for a DBS certificate if one is not already held. Please let us know if there are any problems with this.

I hope you agree that the experience gained from being in the workplace will prove to be invaluable for your child's future endeavours. If they are participating in the 'Take your child to work day' on Monday 14 July 2025, please provide written consent in the link below that includes the place of work and the nature of the work experience. Due to legislation surrounding work experience and the insurance implications, the school is unable to oversee work experience placements currently, therefore, the 'Take your child to work day' is based on the understanding that parents/carers have responsibility for the safety of their children during this event.

To make the necessary arrangements in school, we will need a response by Tuesday 10 June 2025. Please complete the form in the following link to provide information of the work experience placement:

[https://forms.office.com/Pages/ResponsePage.aspx?id=cemLcDIM00yoqHH45e5DyNB95pWQmilErT52s5Sw\\_6FUNTc0MkdCUFUwNUlEQzFBMUc1NE5WTFE4Ry4u](https://forms.office.com/Pages/ResponsePage.aspx?id=cemLcDIM00yoqHH45e5DyNB95pWQmilErT52s5Sw_6FUNTc0MkdCUFUwNUlEQzFBMUc1NE5WTFE4Ry4u)

Yours faithfully,

The Careers Team