



# Take Your Child To Work Day



**Wednesday 12<sup>th</sup> June or Friday 19<sup>th</sup> July 2024**

As part of the academy's futures programme we would like to give parents or relatives an opportunity to take their child to work for a day.

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## Why?

To:

- ▶ Give them experience of the work place
- ▶ Prepare them for the world of work
- ▶ Give them the chance to explore career options
- ▶ See the value of school and qualifications in the long run
- ▶ See what their parent's working day is like and what motivates them
- ▶ Give them the opportunity to see what careers and jobs are available

# 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

## Who could they go with?

- ▶ If you feel your work situation wasn't appropriate or your employer was unwilling to have your child along:-
- ▶ You could ask a close relative that you trust to supervise your child well for the day at their place of work
- ▶ *The following would count as close relatives:*
  - Parent/ carer*
  - Step- parent,*
  - Grandparent*
  - Sibling over the age of 18*

# Official bits

- ▶ Your child will be marked as taking part in work experience on our 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

# While at work

- ▶ We will give the pupil a booklet to fill in and to get signed at the end
- ▶ **Plan the day**

Think about what you want them to see but ask them what they want to learn and what they are looking forward to.
- ▶ **Seek Advice**

Speak to colleagues and ask their advice on tasks your child could complete.
- ▶ **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. But don't make it too hands-on; you don't want your child taking important calls or sending unchecked work-related emails!
- ▶ **Break for lunch.**

When planning out the day, be sure to include plans for breakfast and/or lunch as well as a snack. When you take a break to eat, talk to them about what they liked about the day so far and what else they'd like to do.
- ▶ **Reward** them for a job well done. At the end of the day, let them take home a souvenir or a certificate of accomplishment.

## Other ideas:

- ▶ Tours of the building, conducted by volunteer employees in relevant departments.
- ▶ More interactive activities
- ▶ Maybe some team building
- ▶ A roundtable discussion,
- ▶ You can ask willing colleagues to demonstrate the most accessible parts of their job

# What's next

- ▶ Talk to your employer
- ▶ Fill the form in and get your employer to sign it. Forms need to be completed by **Wednesday 5<sup>th</sup> June** please
- ▶ There will be an assembly for the pupils and resources provided for their day.
- ▶ There will also be a debrief session after the day for the pupils



# Terms and conditions

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

## If your child can't go to work with you

- ▶ They should come into school as normal and we are looking at organising some Work/Careers activities as well as their normal timetable.

# Any Questions?



Please message any questions to **Mr Reynolds** on [areynolds@oakfieldacademy.org.uk](mailto:areynolds@oakfieldacademy.org.uk)