

Dear Parent/Guardian

Year 11 Work Experience – Take Your Child to Work Day.

As you are aware, due to the Covid19 pandemic we have sadly not been able to conduct Work Experience in the traditional way for our Year 11 students. As a school we strongly believe in the positive impact work experience has on young people, allowing them the opportunity to try careers they may be interested in or just to experience what goes on behind the scenes of a workplace.

We are determined that our students should not miss out entirely and so we would like to introduce and launch the 'Take Your Child to Work Day'. This is an optional work experience opportunity for our Year 11 students which could be undertaken on our INSET day of Friday 26th November 2021.

We are asking for your support with this as parents, guardians, relatives or family friends of Year 11 students to take your children to work for the day in order for them to observe life in the workplace, and to discuss career aspirations, the nature of work in general.

Using the INSET day simplifies any administrative process drastically. All we ask is that that you complete the online Year 11 form if you are able to support your child in some work experience so we can keep a record of where and what each student will be doing for the day. We ask that this form be completed by Thursday 25th November 2021. **We would like to stress that your child will be your responsibility for the entirety of this event and arrangements with the employer will need to be made by yourselves.**

Link for form - <https://forms.office.com/r/534pdVSchf>

You will find below further information to help guide you in the planning and preparation of this day. It would be great if the majority of students could secure a placement with a parent, guardian, relative or family friend. We are trying to think outside of the box when it comes to work experience and we hope you will be able support with this. Any questions should be emailed directly to myself l.walton@parkfield.bournemouth.sch.uk

Yours faithfully

Miss Walton

Take Your Child to Work Day – Guidance

Year 11 – Friday 26th November 2021

The purpose behind 'Bring Your Child to Work Day' is to give the younger generation an experience of the workplace and an idea of what their parents do at work so that they can start thinking about future career. They can go to work with a parent/guardian, relative or family friend of your choice - your child will be **your responsibility** for the entirety of this event.

Please discuss with your child what to expect for the day. Talk through what you do for a living and ask if they have any particular interests or aspects of your workplace that they would like to see. Sketch out the basic plan for the day, mention any surprises they should expect and remember to discuss appropriate workplace behaviour and dress code.

Stick to Your Normal Routine

Please walk them through what your role is at work and why you do different tasks. Use every opportunity you can to talk about things like upcoming projects, confidentiality, customer service policies, workplace routines, anything that would help them better understand the ins and outs of your job. It would be really beneficial to the student if you could plan some actual work tasks for them to do, this could take the form of filing, sorting papers, online research or answering the phone.

Some of the most powerful activities have an interactive element – could you give a guided tour of the workplace or arrange time based in each different department?

- How do breaks and lunchtime work?
- Where should the student sit and base themselves for the day?
- Are there any hazards or sensitive areas you should keep them away from? (For example, if you work on a construction site, laboratory or area with toxic chemicals.)

It's important to follow your normal routine as much as possible so they can get a real sense of what you do. If you typically pack your lunch suggest a pack lunch for them too, or if you typically eat in the canteen take them there. If you go to a meeting can the student also attend? Going about your normal duties is the best way for them to really understand what you do.

Make the Rounds

In addition to checking your work, it would be excellent if the student could also meet your boss and coworkers, especially those who have different roles than you. Please take the time to explain what each person does. Not only will it open their eyes to other positions or career paths, it will help them understand more about your job by seeing how you fit within your organization.

Talk About Your Career

In addition to showing the student what you do, spend some time during the day to talk about how you got there and why you chose your particular career path (or how it chose you!). Share what you enjoy about your job and your company, the challenges you face, the pros and cons of your career path, and other jobs and careers you may have considered. Use the discussion as a starting point about their own career goals.

At the End of the Day Discuss what they felt was the most interesting part of your day? The most interesting people/roles? Did they prefer a quiet or bustling environment? Having these discussions can help them think about where their interests lie and what they might want in a career or job.

Teach Business Etiquette

Heading to a workplace is a great time to give a lesson in work etiquette. Why not spend some time teaching them how to give a handshake, introduce themselves and greet someone properly, especially if they will be meeting important colleagues or clients? Don't let them wear their usual attire! Make sure they pick out a work-appropriate outfit, and use the opportunity to talk about the dress code: why suits or overalls etc are required. A good discussion point would be for example why jeans are okay for some employees and not others.

Don't Just Make It About Today

Remember that while today is a great time to talk to about careers, this conversation shouldn't be confined to one day. Pay attention to where your child's aptitudes and natural interests lie. Help them find ways to explore them. Most of all, have fun! Not only will the students learn about you and your job, it can be a wonderful bonding opportunity.