



# St Edmund Arrowsmith Catholic High School

*A High Performing Specialist Technology & Music College  
with Leading Edge Status*

Rookery Avenue,  
Ashton-in-Makerfield,  
Wigan, WN4 9PF  
Telephone: 01942 728651  
Fax: 01942 402630  
Email: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)  
Web: <http://www.arrowsmith.wigan.sch.uk>  
Headteacher: Mr. M. J. Dumican  
B.A. (Hons), PGCE, NPQH, MSc, MEd

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Dear Parent/Carer,

As part of our Careers Curriculum, we have set your son/daughter a challenge to complete between now and September. We would like your child to engage with an employer. Due to our current circumstances, they can do this by an engagement either **online or in person**. It can be the workplace of a family member, friend or neighbour, perhaps somewhere where they would like to work in the future, possibly consider a part time job or volunteer.

Every student has been issued with this Work place Challenge booklet to complete, which outlines the tasks:

- To research the workplace website before they start the project.
- What kinds of opportunities are available? Local or National or International. Full time or part time or flexible. Do they offer Apprenticeships?
- Having looked at the website what skills and qualities does the employer value?
- See if the company has a specific logo or motto or catch line and see if you can cut and paste it into the workbook below. Add photos if they go in person – maybe get a selfie with the employer who you meet. Describe the website/ company and tell us if it truly reflects the kind of work that they do.
- They must contact the company and ask them specific questions and take a note of their answers. They could ask about local opportunities for work, for an apprenticeship or see if they could give you a contact to learn more about a specific job that you are interested in doing.
- What in particular attracted them to this company – please copy their internet link.

Please remind your son/daughter to take the booklet with them to share the tasks they need to complete and show the letter (enclosed inside the booklet) to the employer.

We have asked your son/daughter to ensure that they visit their chosen work place with a Parent or Carer, they must not attend alone. Certificates will be awarded to those students who visit a work place online or in person, and complete the challenge in as much detail as possible. We look forward to receiving the completed booklets by **FRIDAY 10<sup>TH</sup> SEPTEMBER 2021**. Results will be announced in assembly after the closing date.

I am sure you will agree, that this challenge is an excellent opportunity for your child to experience an encounter with employers and employees which gives them a better understanding of the workplace and the potential career paths open to them. In addition, the experience will support them during them when your son/daughter will begin to draft a personal statement and curriculum vitae.

If you have any questions, please do not hesitate to contact me at school.  
Yours sincerely,

Mrs R Paul  
Head of Personal Development Curriculum and Careers Co-ordinator

