



7th January 2019

Dear Parent

Take Your Child to Work Day - Wednesday 8th May 2019

Throughout their time at the school your children will be involved in a variety of opportunities to explore Careers Education and Guidance. This is an important part of the 11-19 curriculum, and makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, helping young people make decisions and manage transitions as learners and workers.

As part of this curriculum the school is running an event called; "Take Your Child to Work Day", where it is hoped students will gain an insight into the world of work. On this day Year 8 students are asked to accompany a parent, or other named adult, to their workplace. Prior to the day students will be given tasks which ask them to record and reflect on their experiences during the day.

During the day it is intended that students take time to observe, shadow and speak with both employers and employees. The school will set students a range of prompts and tasks to research and complete during their placement closer to the date. The aims of the day includes helping students to understand the role and responsibilities of different employees in an organisation, understand the routines involved in the organisation, prepare for change, reflect on their strengths in relation to work, communicate confidently with their peers and adults and relate future job opportunities to their personal qualifications and skills. We hope that the experience will prove to be worthwhile and enjoyable.

This year the Chauncy Take Your Child to Work Day is on Wednesday 8th May 2019. As part of this we invite you to arrange for your child to accompany you (or another family member or contact) to your workplace. Once this is arranged please complete the form attached and return it to me via Reception before Monday 4th March 2019. If you have any queries please email me on Karen.gray@chauncy.org.uk.

Please note it is the responsibility of the parent to ensure correct supervision of their child whilst on placement and that the insurance held by the workplace covers the student which most employers have.

As the school is legally required to account for the whereabouts of students, students will only be able to participate if the school receives full details of the work placement on the form attached. If you are unable to find a placement you are required to indicate this on the enclosed form and your child will be expected to attend school on 8th May 2019.

Yours faithfully

Mrs Karen Gray
Careers Co-ordinator
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Headteacher: Mr Dennis O'Sullivan BSc MA
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