28th January 2019

**Take Your Child to Work Day**

As part of Sandhill View Academy’s work related learning curriculum we would like to offer the opportunity to all Y9 students to take part in a “Take Your Child to Work Day “on **Tuesday 14th May.** It is an opportunity for students to spend a day with an employer or other organisation, allowing them to experience as far as possible the hours, working conditions and regulations they may encounter when they go to work themselves.

We do understand that for a variety of reasons it may not be possible for every Year 9 student to take part. To ensure students have equality of opportunity we would suggest asking relatives or friends if they would be able to accommodate students who are not able to accompany a parent or carer to work.

If a suitable placement is still not available, students will need to be in school following normal lessons or other activities.  Parents should use their own judgement about where their child goes. However if parents/carers work at home or alone, it is unfortunately not a new learning experience or environment, therefore it is not suitable.

We hope that as many students as possible will be able to accompany and work shadow a parent/carer throughout a normal working day. Students will travel to and from work with their parent/sponsor and will be covered by the insurance and ‘Health and Safety' procedures of the organisation they are visiting and we will be asking for copies of this before they attend. Students will be provided with a “Take Your Child to Work Booklet” which they should complete during the day. There will also be a small section to be completed by the person being accompanied or shadowed.

Please complete the reply slip below and return it to your son’s/daughter’s group tutor by **Friday 8th February.**

Further information and consent forms will be distributed after we receive the reply slip.

If you wish to discuss this further, or should you wish to discuss any aspect of our careers education, please contact me via the academy office or e-mail careersteam@sandhillview.com.

Full details of our careers programme are available on the Careers Zone section of our school website.

Yours sincerely

Mrs H.M. Akien- Careers Leader

Director of Careers and Community Relations

**Reply Slip: Take Your Child to Work Day Tuesday 14th May 2019**

Name of pupil………………………………………………………………………Tutor group: 9….

Please delete as appropriate\*

\*My son/daughter will be participating in the Take Your Child to Work Day on Tuesday 14th May

(**please complete the form below)**

\*My son/daughter will not be participating in the Take Your Child to Work Day on Tuesday 14th May

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Name of organisation to be visited |  |
| Type of business (e.g. retail, digital/manufacturing) |  |
| Address of organisation |  |
| Name of employer contact /manager/owner (please use capitals) |  |
| Postcode |  |
| Telephone number |  |
| Mobile number (if appropriate) |  |
| Fax |  |
| E-mail |  |
|  |
| Name of person they are accompanying (please use capitals) |  |
| Relationship to student |  |
| Position/job title |  |