

Ref:KH/gk/TakeYourChildtoWorkDay/Year9

9th February 2023

Dear Parents/Carers



Barr Beacon School
www.barrbeaconschool.co.uk

TAKE YOUR CHILD TO WORK DAY
Friday 14th July 2023

At Barr Beacon School we are continually looking for different ways to support your child in preparation for their future career. Work experience has long been recognised as one of the best ways to help young people in this journey. We are therefore delighted to announce a very special day which is to take place on Friday 14th July 2023: 'Take Your Child to Work Day' will be an opportunity for your child to accompany a parent/carer, relative or family friend to work and gain a full day of valuable work experience.

The idea is to give Year 9 pupils a 'taste' of the real world of work, and in particular, to enable them to recognise the relevance of the school curriculum to the workplace. Pupils will gain first-hand experience of the workplace and learn new skills that can help prepare them for their future.

The feedback we received from pupils and parents who have taken part in the past has been very positive. Some pupils gained a new appreciation for the hard work their parents do every day, and many pupils gained valuable new skills, such as confidence and team work. Our pupils also came away feeling more positive about the world of work.

If you would like your child to take part, we do need to ensure that appropriate steps are taken regarding your child's safety during their placement. If you are able to support your child with a placement, I would be most grateful if you could **complete the attached form, and ask your child to return it to reception by Friday 26th May 2023**. It is essential that the employer has the required insurances in place to cover work experience pupils and that appropriate arrangements are in place to manage the placement.

Although Take Your Child Work Day is a very popular event, we are also aware that not everyone will find it easy to arrange a placement. To that end, we will be running a virtual workplace experience in school, for anybody who is unable to secure a work placement on Friday 14th July. **Any pupil who does not take part in the 'Take Your Child to Work Day' will be expected to attend school as normal on Friday 14th July 2022**. Please ensure you complete and return the attached form, even if your child is not taking part in the work placement.

I do hope that you will want to give this opportunity your full support. If you have any queries, please do not hesitate to contact Miss Killick, Careers Coordinator.

Yours sincerely

Mrs K Hibbs
Headteacher



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Barr Beacon School Take Your Child to Work Day Friday 14th July 2023

Parents/Carers: Please complete this form with the support of the employer and (if not you) the family member or friend who will be taking care of your child during their work placement. Please return the completed form to school reception, along with copies of the employer's Public and Employers' Liability Insurance documentation.

Employers: Thank you for supporting our pupil with this work experience day. Please complete Section 2 of the form below.

Pupil name		Tutor Group	
Date of placement: Friday 14th July 2023			

Section 1: To be completed by parents/carers

Full name of person your child is going to work with			
Relationship to pupil			
Position/Job title			
Contact number			
<i>My child will be going to work with the person named in section 1 on Friday 14th July 2023 and I give my permission. I have checked that the employer supports this placement and confirmed that they have public and employer's liability insurance. I have included copies of these documents.</i>			
Signed (Parent/Carer)		Date	
Signed (person taking child to work, if not parent)		Date	

If you have been unable to secure a placement, please sign below to confirm that your child will be attending school on Friday 14th July 2023 instead.

Signed (Parent/Carer)		Date	
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Section 2: To be completed by the employer

Working Hours	From:		To:	
Company name				
Type of company/industry				
Contact name at company				
Address				
Postcode				
Email				
Telephone number				
Do you have a Health and Safety Risk Assessment in place?			Yes	No
Do you have Public Liability and Employers' Liability insurance that will cover our pupil during their work experience day? Please include copies of these.			Yes	No
Will the pupil be given an induction at the start of their placement, outlining relevant health and safety considerations?			Yes	No
<p>You may find this guide about the health and safety of work experience students useful: https://www.hse.gov.uk/pubns/indg364.pdf</p> <p>For placements in a higher-risk environment (such as construction, agriculture or manufacturing), the school will contact you directly for a discussion about health and safety.</p> <p>If you have any concerns before or during the placement, please contact Miss G Killick, Careers Coordinator on 0121 366 6600.</p>				
Signed (Employer)			Date	

Parent/Carers: Please return the completed form to school reception along with copies of the employer's Public and Employers' Liability Insurance documentation.

Thank you for your support.