



21 February 2019

Dear Parent/Carer

We are planning a 'Take Your Child to Work Day' on 14 June 2019 for Year 8 students. This will involve students spending a day at their parents/carers work, shadowing them throughout the day. It will give the students valuable experience of the world of work, and prepare them in the long term for their entry into the workplace. They will have an assignment to fill in while they are at the workplace, and have a debriefing when they return.

We will be having a parent's information evening about this on **Thursday 21st February 2019 from 6.30-7.00pm** in the Drama hall.

We do understand that for a variety of reasons it may not be possible for your child to accompany you. Obviously, you will have to acquire the permission of your employer to have your child with you on that day. If this is not possible, we would suggest asking relatives or friends if they would be able to accommodate them so that they all have an equal opportunity to take part. If a suitable placement is still not available your child will need to be in school following modified lessons.

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. It may also not be appropriate for Health and Safety purposes if the parent is for example based on a building site, or in other hazardous situations.

We hope you can arrange for your child to accompany someone throughout a normal working day. They will travel to and from work with that person and be covered by the 'Health and Safety' practices of the organisation that they are visiting and their insurance.

Please complete the attached contact and consent form, stating where your child will be going, and with whom; or state why they are not taking part. A small explanation of what the organisation does is really helpful if it's not clear from organisation's name. It needs to be signed by the parent and the person accompanying the student if not a parent.

Please return the completed form attached as soon as possible, but not later than **Friday 24 May 2019**.

Yours faithfully

Mrs K E Unwin  
Careers coordinator

**MARK RUTHERFORD SCHOOL**

**PLEASE COMPLETE THIS FORM AND RETURN TO MRS UNWIN IN THE SPACE 4 LEARNING NO LATER THAN FRIDAY 24 MAY 2019.**

Student Name: ..... Tutor Group: .....

I am willing for my child to participate in the **Take Your Child to Work Day on Friday 14 June 2019**. I state that my child will be my responsibility during that day, and will be under my supervision or the supervision of someone that I know.

Signed: ..... Date: .....  
(Parent/Carer)

Parent/Carer Name (in capital letters): .....

Company Name & Address where student will be working:  
.....  
.....

**OR**

I am **not** willing for my child to participate in the **Take Your Child to Work Day on Friday 14 June 2019** they will be in school.

Reason: .....

Signed: ..... Date: .....  
(Parent/Carer)

Parent/Carer Name (in capital letters): .....