JE/KR

Jan 2020

Dear Parent/Carer

**Year 7 Day to Work – Friday 3rd April 2020**

We are in the process of planning our first Year 7 Day to Work. This is an opportunity where each student in Year 7 goes to work with a family member or another trusted adult. We see this as a valuable personal development opportunity for the students and an excellent introduction to the Work Related Learning and Enterprise Curriculum.

The Day to Work helps students to appreciate the value of the skills they are learning in the classroom and boosts their confidence, practical and social skills.

This year the Day to Work will be on Friday 3rd April 2020. We kindly ask that you discuss and work with your child and agree what they might do on the day. Students can undertake tasks that would be given to a junior employee and can ‘shadow’ other workers. As the placement is only for a day, the students can be classed as a ‘visitor’ to the workplace to observe and take part in working practices that they would not normally come into contact with on a regular school day. A key priority will be the health and safety of all pupils and parents are required to exercise their own judgement in relation to this to ensure that every child is supervised and safe.

As part of the placement, pupils will be required to submit a photograph and mini write up on their activities and we hope to conduct as many visits as are possible on the day to see our young people in action.

If you would like to discuss Day to Work further or if you have any concerns relating to the suitability of your work place, please contact me at school by telephone or email Jo Edwards on [Edwards\_j.st@greenbankhigh.co.uk](mailto:Edwards_j.st@greenbankhigh.co.uk)

The success of the day relies heavily on placements being sourced by parents and carers but if you or a trusted family member are unable to provide a placement then please contact me directly and we will aim to find a placement for your child. Please be aware that if the number of pupils unable to find their own placements becomes too high then we may need to cancel the day.

Please complete and return the slip attached. To allow time to discuss with employers then the deadline for this is **Friday 7th February 2020**.

Yours faithfully,

**J.Edwards (Miss) K.Robinson (Mrs)**

**Independent Careers Adviser Deputy Headteacher**

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The following are details of my child’s Day to Work:

|  |  |  |
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| Students Name: | | Form: |
| **Work Placement Details:**  Company Name:  Company Address:  Contact Details: | | |
| Parent/Carer Signature:  Print Name: | Emergency Contact details: | |

Please return the slip to your child’s tutor as soon as possible, but no later than Friday 7th February.