

Our Ref JP/VH/RMO

6th March 2024



Dear Parent/Carer

TAKE YOUR CHILD TO WORK DAY
Friday 12th July, 2024

Wednesfield Academy
www.wednesfieldacademy.co.uk

At Wednesfield Academy, 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 12th July 2024, 'Take Your Child to Work Day'. This 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, 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 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 teamwork. 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 can 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 24^h May 2024**. 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 will be a very popular event, we are also aware that not everyone will find it easy to arrange a placement. Wednesfield Academy will be running a virtual workplace experience in school, for anybody who is unable to secure a work placement on Friday 12th 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 12th July, 2024.** 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 Brough (Careers Coordinator) or Mrs Hayward (Assistant Headteacher) by calling the school on 01902 558222 or emailing postbox@wednesfieldacademy.co.uk.

Yours faithfully

Mr Phillips
Headteacher



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Lichfield Road
Wednesfield
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Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

01902 558222



Wednesfield Academy



wednesfield.academy





Wednesfield Academy

**Wednesfield Academy
Take Your Child to Work Day
Friday 12th July 2024**

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 12th July 2024			

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 12th July, 2024 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 12th July 2024 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 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. If you have any concerns before or during the placement, please contact Miss Brough (Careers Coordinator) on 01902 558222 or email postbox@wednesfieldacademy.co.uk.</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.