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Head of School: Mrs S Jenner
Executive Headteacher: Mr P Banks



Roding Valley
HIGH SCHOOL

March 2018

Dear Parent/Carer

Year 10 Careers Programme

To widen the understanding and appreciation of the working world, all Year 10 students are being offered as part of their careers programme the chance to take part in a variety of events during the Summer term. They will, receive lessons in how to write CVs and cover letters, how to apply for apprenticeships, interview techniques, budgeting and finance, post 16 options, and have a mock interview with an employer. They will participate in a trip to a University and the Big Bang Fair to discover careers in STEM as well as participating in a take your child to work day.

Take Your Child to Work Day

Your son/daughter is invited to participate in this year's "Take Your Child to Work Day" on **Tuesday 10th July 2018** and we hope that every student in Year 10 will be able to organise a suitable day's experience with a parent, relative or someone you know well. Your help is greatly appreciated in organising this for your son/daughter and we hope that this relatively long period of notice will give you time to make all appropriate arrangements.

The aims of the day are for students to:

- gain an awareness of a workplace organisation;
- find out about the jobs that are available in different organisations;
- develop an awareness of the skills and qualifications that are required in the workplace;
- consider the need to develop an individual learning plan towards employability.

During the work day, all students will have a booklet of activities to complete called 'My Work Shadowing Day Journal', which will direct their learning. These booklets will be handed out by their form tutor well in advance of the work day in order to allow students time to prepare; there will then be some follow-up activities on their return to school. Certificates and rewards will be awarded later for the best journals.

Parents should use their own judgement about where their son/daughter goes and I would like to stress that the focus for students will be observation and fact-finding. **The day is not intended to be a hands-on work experience placement and, therefore, for insurance purposes students should be treated as visitors and not workers, as the school cannot be held responsible for your son/daughter while he/she is in the workplace.**

We hope that every student will be able to take part in this project. On the day itself, the whole year group will be off-timetable, however students who do not participate in the scheme will attend school as usual.

We would appreciate your support in organising a suitable, worthwhile experience for your son/daughter. Please complete the parental consent form attached and ask your son/daughter to return it to their **Form Tutor** as soon as possible but no later than **Wednesday, 8th May 2018**. If you require further information and advice in the first instance please contact either Mr Price or Mrs Mason.

We will be holding a short information evening in the school hall for all parents/carers on **Tuesday 24th April at 6pm**.

Yours sincerely

Mrs S Jenner
Head of School

Mr T Price
Year 10 Progress Leader

Mrs D Mason
Careers Development Manager

