

16th September 2025

Dear Parents/Carers

Take Your Child to Work Day – Friday 5th December 2025

As part of our ongoing commitment to enhancing careers education, we are pleased to announce that we will be holding a *“Take Your Child to Work”* Day for Year 8 students on **Friday 5th December 2025**.

We believe this initiative will provide valuable insight into the world of work, helping students to develop employability skills, broaden their career aspirations, and understand the relevance of the school curriculum in a professional setting.

Research shows that meaningful interactions with employees, employers and work environments significantly contribute to students’ awareness and readiness for future employment.

Our aim is for students to experience a professional environment in a safe and supportive setting – ideally at the workplace of a parent, close relative, or trusted family friend.

To ensure the success of this initiative, we kindly request your support in facilitating a suitable placement for your child. While we hope every student will be able to participate, we understand this may not be possible for all families. In such cases, we encourage you to explore alternative options through extended family or close friends.

Should a placement not be possible, your child will be expected to attend school as normal on that day. We truly believe this is a valuable opportunity and encourage all families to support their child in taking part so all students can benefit.

This activity is intended to be observational in nature, rather than a formal work experience placement. Students may engage in minor tasks, but the primary focus should be on shadowing and observing workplace routines. To support students in making the most of this opportunity, they will be provided with a workbook to complete during their placement.

If you work from home and are comfortable with your child shadowing you in that environment, this would be considered an appropriate placement.

In addition to this letter I enclose the **Parent Consent Form** and the **Employer Consent Form**, both of which must be fully completed and returned to us so we may authorise the placement.

Please note the Employer Consent Form must be signed by an individual authorised to do so on behalf of the company. Parents may only complete this form if they are the owner or director of the business.

It is essential that the Employer Consent Form is completed even if the placement is based at home, as the home will be considered an official workplace for the purpose of this activity. In such cases, your child must be covered by your employer’s insurance.

Additionally, we require a copy of your employer’s Public Liability Insurance Certificate. This document is necessary for us to approve the placement and should be submitted along with the consent forms.

Interim Principal: Mrs Kim Bradley-Smith

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To enable us to plan effectively, please ensure that the completed and signed consent forms, along with the Public Liability Certificate, are returned to the library no later than Friday 21st November 2025. Unfortunately, we will not be able to authorise any placement without all three documents.

Should you have any questions or require further information, please do not hesitate to contact me on 01604 833900, or alternatively, email careerslead@campionschool.org.uk

Yours sincerely

Mrs N Capon

Careers Lead

Interim Principal: Mrs Kim Bradley-Smith

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