

Thursday 17 October 2019

Dear Parent/Carer

“Ways into Work” with O2 Telefonica
Date: Thursday 24 October 2019

An opportunity has arisen for your child to visit O2 Telefonica's impressive Headquarters in Slough with the Careers Department on Thursday 24 October 2019. The purpose of this visit is to give students experience of a workplace. The students will participate in a series of activities and talks during the day. A separate leaflet is attached giving further details. The activities are designed to make your child aware of the wide range of careers in the Telecoms and Communications sector, to engage with employees from a variety of backgrounds and to develop a range of skills that will help them both here at Highcrest and in the future. Recent research has demonstrated the importance of introducing students to the world of work.

We will aim to leave school at 8.50 am and expect to return at 3.00pm. We will be travelling by school minibus. The cost of the trip will be £15.00. The costing of the trip will be in accordance with the DfE's guidelines with respect to voluntary contributions.

Students will need to wear school uniform and should bring a packed lunch. If your child is entitled to free school meals, please tick the box on the reply slip. If students bring money or personal items with them on the trip, they do so at their own risk; the school takes no responsibility for the loss of, or damage to such items.

Please return the permission slip and money to the Finance Office by Monday 21 October 2019 in a sealed envelope with the student's name, form, name and date of the trip written clearly on the front. Cheques should be made payable to 'The Highcrest Academy' and should have the name and form of the student, as well as the name and date of the trip printed clearly on the back.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Mr R Evans
Trip Leader

**PLEASE RETURN THIS REPLY SLIP TO MR EVANS BY
MONDAY 21 OCTOBER 2019**

I give permission for my son/daughter* to attend the O2 Telefonica trip on Thursday 24 October 2019 and enclose £15.

- Cash
- Cheque

Pupil's **full** name: _____ Form: _____

I **agree** to my son/daughter receiving medication as instructed and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I **confirm** that the medical information held at school is up to date. I will inform the Group Leader/Head Teacher as soon as possible of any change in the medical or other circumstances between now and the commencement of the journey.

I **acknowledge** the need for my son/daughter to behave responsibly. If your child has not been allowed to attend this trip because of poor behaviour, *the monies will not be refunded*)

My child is entitled to a free school meal

Signed: _____ Parent/Carer Date: _____

Full Name (capitals): _____

EMERGENCY CONTACT NUMBERS DURING THIS TRIP: _____



Learning to Work

Think Big School



Ways into Work with O2

O2 Telefonica, Bath Road, Slough, SL1 4DX

Thursday 24th October 2019 9.30 a.m. to 2.30 p.m.

Your students from year 10/11 are invited to take part in an O2 Go Think Big Work Ready Day and enable them to enhance their Work Ready Skills!

The Day

Throughout the day students will have the opportunity to work with O2 Telefonica employees to work towards improving their CV and to prepare for a mock interview later in the day with a member of the O2 team.

The day will consist of:

- Discussing CV's good and bad
- Looking at students CV's and making edits and additions
- Interview Skills
- Choose a mock job to apply for
- Prepare for that mock interview
- Finally, the mock job interview



This will be an interactive day for students in Years 10 and 11 who are preparing for the world of work or applying to go to university.

For more information and to secure your places contact Linda Moody on 01753 376264 l.moody@learningtowork.org.uk



Photography / Image Permission Form

Your son/daughter will be attending an event called Ways into Work at O2 Telefonica Bath Road, Slough on 24th October, 2019.

This is an engaging and informative event that will attract local and national press. We would like your permission to photograph/film your child for possible inclusion in our publications, website and other publicity material as well as in local and possibly national press. The image(s) will remain the property of O2 and Learning to Work and will be used for the designated purpose of promoting both organisations.

Please confirm below if you are willing to allow your child to be photographed/filmed at this event.

Name of student:

School:

Name of parent/guardian:

Contact number:

I permit / do not permit* O2 and Learning to Work to take photographs/film of my son/daughter and use them in publications, publicity material and press.

* Delete as appropriate

Signed: _____