

Tolworth Girls' School & Sixth Form

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Dear Parents/Carers of current Year 7 students

Year 8 - Take Your Daughter to Work Day - Friday 28 September 2018

At the start of Year 8, students are offered the chance to take part in a 'Take Your Daughter to Work Day' which takes place in September 2018. As your daughter will be moving into Year 8 in September, we want to give you as much notice as possible to arrange a placement, as all students will be expected to take part.

Why we are offering students a 'Daughters to Work' Day?

At Tolworth Girls' School and Sixth Form we have a comprehensive careers programme which aims to prepare our students for their future. Part of this is giving students the opportunity to gain work experience, and for Year 8 students it is a great time for them to see real people doing real jobs. This builds on the careers unit they will complete during the academic year, and is part of the work-related learning that is offered later in Year 10 in the format of another work experience day and in Year 12 as a two-week placement.

This is your opportunity to show what you do and what is expected in the work place. We ask Parents/Carers to support us in thinking of the skills and qualities that are necessary for the world of work, and how we can introduce and explain the right attitude for work. Please lay out the expectations of the workplace beforehand, and introduce her to your work colleagues telling her what they do and encouraging suitable questions.

If you do not work, or it is not suitable for your daughter to accompany you.

We do understand that, for a variety of reasons, it may not be possible for your daughter to accompany you. If this is not possible in your own workplace, please consider asking relatives or friends if they would be able to accommodate your daughter. If you have been unable to find a suitable placement by **Friday 14 September**, please contact the school and speak with the Academic and Pastoral Leaders for Year 8 or Mrs Stansbridge Shaile, Careers Advisor. If a suitable placement is still not available, your daughter will need to be in school following normal lessons or other activities as arranged by school.

Parents should use their own judgement about where their daughter goes for the day. However, if Parents/Carers work at home or alone, it is unfortunately not a new learning experience or environment, and therefore it is not suitable.

We hope you can arrange for your daughter to accompany and work shadow a Parent/Carer throughout a normal working day. She will travel to and from work with that person and must be covered by the 'Health and Safety' practices of the organisation that she is visiting and their insurance.

Students will be provided with a simple work sheet that should be completed during the day. There will also be a small section to be completed by the person being accompanied to allow for feedback and evaluation of skills learnt from both parties. Students will be given this before going to the workplace.



Please complete the attached contact & consent form, stating where your daughter will be going and with whom. A small explanation of what the organisations do is really helpful if it's not clear from organisation name. It needs to be signed by a parent, agreeing to the terms and conditions.

Please return the completed form a.s.a.p. but no later than **Friday 14 September 2018**.

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

Yours faithfully

Handwritten signatures of R Powling and S Pollard.

Mrs R Powling/Mr S Pollard
Academic and Pastoral Leaders Year 7

Handwritten signature of L.J. Stansbridge.

Mrs LJ Stansbridge Shaile
Careers Advisor