



KINGSBRIDGE COMMUNITY COLLEGE

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Principal : Roger Pope

www.kingsbridgecollege.devon.sch.uk

Dear Parent/Guardian,

September 2010

Take Your Child To Work Day – Tuesday 16 November 2010

As part of Enterprise week, and the Careers work that we do in year 8, we would like students to have the opportunity to find out more about the world of work. The main way in which your child can be involved is to accompany you, or someone else whom you trust, to your place of work and join in with the company's day.

We hope that this first taste of the world of work will prove an enriching educational experience and help students to see how the skills they learn at school will equip them for the future, and perhaps inspire them for their future careers. I hope that you and your employer will give permission for your son/daughter to join in the event.

Your child will be your responsibility or under the responsibility of the adult that he/she will shadow for the course of the day when in the workplace. Please find attached two copies of an information sheet outlining the requirements/responsibilities for this day.

Each child will be provided with a work booklet to record their involvement and we hope that it will help them to understand better the type of work, activities and skills they observe during the day.

Activities at school will be arranged for the day if your child is unable to participate.

The page attached should be completed as indicated and returned to me **no later than Monday 18 October 2010.**

Please do not hesitate to contact me at College on ext 112 should you have any queries.

Yours faithfully,

Ms Thomas
Work-Related Learning Co-ordinator



The college is committed to achieving the Investors in Careers quality standard for careers education and guidance in schools. If you would like to help with work experience placements, careers talks or suggestions for improvement, we would like to hear from you on extension 112. Thank you.



our aim : to be an outstanding learning community

Our Specialisms: Science & Maths Arts & English

Take Your Child To Work Day – Tuesday 16 November 2010

I give permission for my son/daughter to take part and will agree to take full responsibility for him/her during the day.

Student Name: (Block capitals) **Tutor Group:**

Who is your son/daughter accompanying?

Parents section – please add any comments or useful information for the employer in this section:
(Relevant medical information re: special needs)

Parent's name:

Signature:

Date:

Emergency contact numbers on the day:

Employers contact details, nature of the business and where the visit will take place:

Please tick to confirm that:-

- You have read the information letter,
- The student will be given a Health and Safety briefing,
- The student is covered by the Employer's Liability Insurance,
- The Employer has completed a risk assessment for having young people on the premises.

Employers name:

Signature:

Date:

OR:

- I have been unsuccessful in arranging a placement. My son/daughter will attend the school based activities.

Please return this page to Mrs Arcscott or Ms Thomas in the Careers Office by Monday 18 October 2010