

October 2024

Dear parents/carers,

Lymm High School – Year 9 Take My Child to Work Day – Wednesday 4th December 2024

To support the Careers Education we have in school, we would like to offer our Year 9 pupils the opportunity to experience the world of work on Wednesday 4th December 2024. The aim of the experience is to inspire pupils' exploration of different careers, expand their networks and open their eyes to the exciting opportunities available to them. For the last two years, this event was a great success, please [click here](#) and also [here](#) to read stories from students and parents.

The Gatsby Foundation '[Good Career Guidance](#)' report is essential for all schools to adopt and states that good career guidance is critical if young people are to raise their aspirations and capitalise on the opportunities available to them. Gatsby Benchmark 5 states "Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes."

We would like all of our Year 9 pupils to accompany a family member/relation or close family friend to their place of work for the day, as we know the benefits of work experience can include -

- gaining an insight into the skills required for a particular job
- increasing their awareness of their own skills and strengths
- increasing their motivation to do well in school
- gaining useful experience for their CV
- appreciate the skills needed to succeed in a job

During their placement, students will be asked to complete a work booklet containing a number of activities (this will be made available to students the week before Take Your Child to Work Day). The activities will include finding out what the business does, how many people the company employs, what happen if someone has an accident at work, what the perks are for working for that company and the skills and qualifications needed. We also ask that they are given the opportunity to 'quiz the boss', which is a section included in the booklet. This will help make the day as meaningful as possible and give them a useful insight into the world of work.

To safeguard our students appropriately we must insist that they accompany a parent, or very close family friend, with whom you would trust to supervise your child for the duration of the day. Students are also only able to 'work' during the daytime, not before 7am or after 7pm, they must have a break of 30 mins for any shift lasting more than 4.5 hours and they must not work for more than 8 hours per day. Any placements should not be 'high risk' (no factories, industrial sites, serve alcohol, jobs that involve lots of driving or have age restrictions) and we do require a copy of the company's Employer Liability insurance number to secure a placement.

We understand that for various reasons, not all parents or carers will have the opportunity or appropriate circumstances to take their child to work for the day, either with themselves or a close family friend. These students will therefore attend school as normal that day, and we have organised a series of activities and lessons for them relating to careers skills and aspirations.

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So that we know where each of our Year 9 students will be on the day and so that we can plan effectively and ensure all placements are authorised, **it is essential that you complete the online form on the link below by no later than Wednesday 20th November 2024.**

Please click here: [Take My Child to Work Day - Response Form - All Students](#)

Frequently Asked Questions:

Can school help to secure a placement?

Unfortunately not; the placements need to be secured through family members, relations or very close friends.

What uniform/work clothes are required?

Work outfits are dependent upon the placement, so it is important to obtain this information prior to the placement commencing. For example, if the placement is a nursery, your child may be asked to wear comfortable leggings and a certain coloured top. If it is a restaurant, the work uniform may be black trousers/skirt and a white shirt.

Does the placement need to just be with a family member?

No, placements can also be with close family friends or relatives. As their parent, by agreeing for your child to take part in this, you take full responsibility for the safeguarding of your child during this day. Where a child is attending a placement which is not with a parent, you must be satisfied that they will be safeguarded appropriately.

Are the hours of work the same as school?

The hours of work will be determined by the placement; however, they must comply with the guidelines stated in this letter.

What if the placement can't provide insurance details?

Students are only able to attend placements which can provide their Employer's Liability insurance number. If this cannot be provided, they must secure another placement, or your child should come to school. There are two exceptions to this however, please see below.

I work from home, do I still need to provide an Employer Liability insurance number?

If you work from home, you do not need to provide an Employer Liability insurance number.

I am a Sole Trader so I do not have Employer Liability insurance. What should I do?

As a sole trader you may not have Employer Liability insurance, however please ensure that any contracts you are working on do not require you to have it, which will affect having your child with you for the day.

We hope you will agree this is fantastic opportunity for your child and we look forward to hearing all about the experiences of the students after their placement day. If you have any questions regarding this, please contact Mrs L Hughes on hughes@lymmhigh.org.uk

Yours sincerely,



N. Beck (Ms)
Head of Year 9



N. Dixon (Ms)
Assistant Headteacher