



Richard Challoner School

Headmaster: Mr S. Maher BA (Hons.) PGCE

020 8330 5947

www.richardchalloner.com

Year 8- Take Your Sons to Work Day - Tuesday 21st June 2022

Dear Parents/Carers of Year 8 students,

In Year 8, students are offered the chance to take part in a 'Take Your Sons to Work Day' which takes place in June 2022. We want to give you as much notice as possible to arrange a placement, as all students will be expected to take part. Covid restrictions prevented us from being able to run this last year so we are keen to get this opportunity happening again.

Why we are offering students a sons to work day.

At Richard Challoner School 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 have completed during the academic year, and is part of the work-related learning that is offered at various times during their schooling life.

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 about the skills and qualities that are necessary for the world of work and how we can introduce and explain the right attitudes for work. Please lay out the expectations of the workplace beforehand and introduce him to your work colleagues telling him what they do and encouraging suitable questions.

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

We do understand that, for a variety of reasons, it may not be possible for your son 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 son. Even if you are continuing to work from home please consider whether you can still provide a structured work day and activities as this could still be of benefit. If you have been unable to find a suitable placement by **Friday 20th May**, please contact the school and speak with Mrs Stansbridge, Careers Lead or email:

careersiag@challoner.kingston.sch.uk

If a suitable placement is still not available your son 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 son goes for the day to experience work, but if the job cannot include your son then it will not be a valid experience.

We hope you can arrange for your son to accompany and work shadow a parent/carer throughout a normal working day. He will travel to and from work with that person and must be covered by the 'Health and Safety' practices of the organisation that he 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 son 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 parent, agreeing to the terms and conditions.

Please return the completed form a.s.a.p. but no later than **Friday 20th May 2022**

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

A handwritten signature in black ink, appearing to read 'LJ Stansbridge', with a stylized flourish at the end.

Mr S Gregory
Year Leader

Mrs LJ Stansbridge
Careers Lead
Careers Education and Independent
Advice and Guidance

To be returned.

Richard Challoner YEAR 8 TAKE YOUR SON TO WORK DAY

Tuesday 21st June 2022



Name of Student:

Tutor Group:

Will be going to work with parent/family friend to the employer detailed below on

Tuesday 21st June 2022

ORGANISATION NAME:	
ADDRESS:	
POSTCODE:	
TELEPHONE:	
MOBILE (if appropriate)	
E MAIL (this is essential):	
WHO THEY ARE GOING WITH (name):	
RELATIONSHIP TO STUDENT:	
POSITION/JOB TITLE:	
NAME OF EMPLOYER CONTACT: (if different from details above)	
BRIEF DESCRIPTION OF TYPE OF WORK COMPANY DOES. (eg administration, legal)	

TERMS & CONDITIONS

- Student will travel to and from work with parent/family friend
- Student will be covered by organisations Insurance.
- Student will be covered by 'Health & Safety' practises of the organisation
- Manager/workplace is aware student will be on site.
- Student will not be left unattended at any point during the day.

This form should be forwarded to Mrs Stansbridge by email (careersIAG@richardchalloner.com) or students can return this in person to the Careers office. **No later than Friday 20th May 2022**

By signing below you are confirming the above terms & conditions

SIGNED (PARENT):

PRINT NAME:.....