



Carshalton High School for Girls

A Specialist Humanities and Arts College

March 2012

Dear Parents/Carers

National Take Your Daughter to Work Day –Thursday 26th April 2012

Year 8 are being offered the chance to take part in National 'Take Your Daughter to Work Day'.

We do understand that for a variety of reasons it may not be possible for your daughter to accompany you. To ensure she has equality of opportunity we would suggest asking relatives or friends if they would be able to accommodate her. If a suitable placement is still not available your daughter will need to be in school following normal lessons.

Parents should use their own judgement in where their daughter goes, however if parents/carers work at home, it is unfortunately not a new learning experience or environment, 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 parent and be covered by the 'Health and Safety' practices of the organisation that she is visiting and their insurance.

She will be provided with a Take Your Daughter to Work Booklet that she should complete during the day. (Please adjust timings and key to suit the work place) There will also be a small section to be completed by the person being accompanied. Students should collect the booklet from me when she hands in her contact form.

This is your opportunity to show what you do and what is expected in the work place. At the parents' information evening, we asked parents to think of the skills and qualities that are necessary for the world of work and how we can instil and explain the right attitude for work. Listening, time management and communication were a few of the key skills but also using correct English not slang or text speak as well as please and thank you. Body language is also important.

Students will attend debrief the morning after TYDTWD to discuss the day. We would like to invite a few parents to come and support this and talk about your jobs and skills. Please email me at jgreenland@suttonmail.org, if you would be able to help.

If a suitable placement is not available your daughter will need to be in school following normal lessons.

Please complete the attached contact & consent form, stating where your daughter will be going and with whom. It needs to be signed by parent and the person accompanying student if not a parent and employers, agreeing the terms and conditions. Please return the completed form a.s.a.p. but no later than the 24th April.

Yours sincerely

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