Thursday 4th April 2019

Dear Parent/Carer,

As part of our Careers Curriculum, we have set you son/daughter a challenge to complete over the Easter holidays and in to the summer term. We would like your child to visit a workplace. It can be the workplace of a family member, friend or neighbour, perhaps somewhere where they would like to work in the future, possibly consider a part time job or undertake some volunteering.

Your child has been issued with a Work place Challenge booklet to complete, which outlines the tasks:

* Ask for a tour of the work place (this does not need to take very long). Describe what you can see.
* What local opportunities (Apprenticeships/Full time jobs) are available in the work place?
* What skills and qualities does the employer value?
* Take a photo/selfie with the employer
* Would the employer be willing to support the school with our Careers programme?
* Any other specific information.
* A brief witness statement from the employer, confirming attendance.

Please remind your son/daughter to take the booklet with them to share the tasks they need to complete and show the letter (enclosed inside the booklet) to the employer.

We have asked your son/daughter to ensure that they visit their chosen work place with a Parent or Carer, they must not attend alone. Prizes will be awarded to those students who visit a work place and complete the challenge in as much detail as possible. We look forward to receiving the completed booklets by FRIDAY 28TH JUNE 2019. Results will be announced in assembly after the closing date.

I am sure you will agree, that this challenge is an excellent opportunity for your child to experience an encounter with employers and employees which gives them a better understanding of the workplace and the potential career paths open to them. In addition, the experience will support them during the summer term, when your son/daughter will begin to draft a personal statement and curriculum vitae.

If you have any questions, please do not hesitate to contact me at school.

Yours sincerely,

Mrs R Paul

Head of Personal Development Curriculum and Careers Co-ordinator