



Dear parent,

**Year 7 'Take Your Child to Work Day'**  
**Wednesday 22<sup>nd</sup> May 2024**

As part of the Careers Curriculum this year, we are offering the Year 7 students an exciting opportunity to spend a day in their parents/carers shoes, as employees of local organisations.

The aim of this day is to help the young people appreciate the relevance of their education to their future career, as well as having a very different day, mixing with people of all ages, working various hours and learning to accept some adult responsibilities. We consider this to be an important opportunity for your child to develop an understanding of the working world.

It must be emphasised that the type of work undertaken by your child is NOT designed to give them experience of a chosen career that they may have, but simply to acquaint them with the realities of work in general.

Once you have agreed a placement for the day with your employer, the attached form needs to be completed thoroughly and returned to Ms Elliott, Personalised Learning and Enterprise Manager, in College by Friday 26<sup>th</sup> April. No placements will be accepted after this date. Those students without a placement by 26<sup>th</sup> April will remain in school for the day working on Careers related activities.

**Should your child wish to do this placement with another member of your family (ie Grandparent, Aunt, Uncle), please contact Ms Elliott as soon as possible, as an alternative form will need to be completed.**

All employers need to confirm that they are fully aware of their responsibilities during Work Experience and that they have the relevant Insurance to cover themselves and your child. The employers will also need to comply with Health and Safety requirements. No student may take part in this day of Work Experience without the employer having signed the necessary legal documentation.

We do hope that you are as enthusiastic as we are about your child spending the day with you at your workplace.

Should you have any questions, please do not hesitate to contact Ms Elliott ([Nicola.elliott@oasissholing.org](mailto:Nicola.elliott@oasissholing.org)).

Yours sincerely,

**MS N ELLIOTT**  
**Personalised Learning and Enterprise Manager / Work Experience Coordinator**

Principal - Martin Brown

**Oasis Academy Sholing**  
Middle Road, Southampton, SO19 8PH

Tel: 023 8044 8861 Email: [info@oasissholing.org](mailto:info@oasissholing.org)  
[www.oasisacademysholing.org](http://www.oasisacademysholing.org)



Oasis Academy Sholing is sponsored by Oasis Community Learning  
[www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org) - part of Oasis UK.

Oasis Community Learning is a Company Limited by Guarantee registered in England & Wales (No. 5398529) and an Exempt Charity Registered Office: 75 Westminster Bridge Road, London SE1 7HS





**'Take Your Child to Work Day'**  
**Wednesday 22<sup>nd</sup> May 2024**

**Student Consent**

Whilst taking part in the 'Take Your Child to Work Day' the employer is responsible for you. You must therefore read, complete and sign the following:

**Name** ..... **Tutor Group** .....

I agree to participate in the 'Take Your Child to Work Day'. I will obey all health and safety, security and other instructions given by the employer. I will not disclose any information confidential to the employer, which I obtain during this period of work experience.

Signed: .....

**Parent/Carer Consent**

Please read, complete and sign the below to confirm your agreement to the placement:

I confirm that I have agreed this placement with the independent contact named below, a representative of my employer. As a parent/carers of the above learner, I confirm that I will be taking full responsibility for my child during the 'Take Your Child to Work Day'. I am agreeing to my child participating in a work experience with the below employer for the whole day on Wednesday 22<sup>nd</sup> May. I also confirm that they are medically fit to undertake the placement.

Signed ..... Relationship to student .....

Print name ..... Date .....

**Employer Details**

Company Name .....

Address ..... Post code .....

Name of contact agreeing placement (this person must sign below) .....

Mobile no ..... Tel no .....

Placement title ..... Email .....

Dress code ..... Hours of Work .....

As a representative of the above employer I agree to the student named above working on my premises and acknowledge my responsibilities under the Health and Safety Work Act. I acknowledge the student's age and inexperience and will take this into account when agreeing tasks for them to observe. I also understand that the student must not undertake prohibited activities.

I agree to produce any relevant young person's risk assessment and other appropriate paperwork.

I also confirm that:-

I have Employer's Liability Insurance Yes/No

Signed ..... Print Name .....

Position held in company .....

Date .....