



THURSDAY
25TH APRIL 2024



**YOUR CHILD IS ONE OF THE 95 WHO ARE GOING OUT
ON THIS DAY. WELL DONE FOR ARRANGING THE
PLACEMENT AND GETTING THE COMPLETED FORMS
BACK ON TIME!!**

Health and Safety!!

Today is "take your kid to work day"



Health and safety of your child is at the forefront

- ▶ Fire – make sure they know where to go and what the alarm sounds like
- ▶ Accident/injury – make sure they know what to do and where to go
- ▶ What to do if separated from you
- ▶ Remember they are very much guided by teachers and staff ALL day at school
- ▶ Remember how old they are
- ▶ Hazards explained to them
- ▶ No-go areas
- ▶ Safety wear if compulsory
- ▶ Washing hands before eating
- ▶ Any Covid regulations your business may still be observing
- ▶ Not being left unsupervised
- ▶ Not being asked to do things beyond their capabilities

LO-N-N-N-N-N-G DAY

- ▶ Going to be a lot longer day than they are used to
- ▶ Getting up earlier
- ▶ Travelling
- ▶ Make sure they have enough food/drinks
- ▶ Make sure they have enough breaks and maybe a change of scenery at lunchtime even if you usually eat lunch at your desk!!

The booklet

- ▶ I have provided a booklet for them to fill in – please try and do as much as you can of this and **return it to school on the Friday**
- ▶ Interview with the boss?
- ▶ Selfie?
- ▶ Souvenir?
- ▶ Please do send photos in: we are on Twitter:
- ▶ @Careersmrus1

What to do with them

- ▶ Maybe a chance for them to have a tour round other areas
- ▶ Or spend half the day/an hour in a different department
- ▶ Maybe there's a project they could work on themselves like design a flyer, or an instruction leaflet or a newsletter about the company?

E.g. from one of our placements

Workday – Shadowing – June 24th 2022

Time	Activity	Host	Venue
09h20	Arrival on Site <ul style="list-style-type: none"> • Please do an LFT before leaving home • Please bring all forms with you • Wear comfortable clothes and shoes • There is very little parking on Site. If it is full, please park on Green Lane. (Do not park in other company's bays.) 		Letchworth
09h25	Meet & greet	Kathy	Unit 14
09h30	Introductions to HILS	Sarah Chief Executive	Unit 14
10h00	Active Ageing and Nutrition Service. Demonstration and participation	Jade Health & Well-being Service Lead	Unit 14
10h45	Introduction to meal delivery	Gary Meal Service Manager	Unit 16
11h30	Leave on a Meals on Wheels delivery round	CTM - Driver	Letchworth
14h00	Return from delivery		Unit 16
14h00	Lunch Bronagh - Lead Project Manager will discuss HILS Fast-Track Scheme	Sarah, Bronagh, Jade, Gary	Unit 14
14h30	Depart		

If their placement is at a school

- ▶ They need to be aware they are there to observe and do tasks, not to “play” unless asked to, especially if it’s the school they formerly went to and they may still know some of the children
- ▶ Possibly a “staff” badge would help?

Confidentiality

- ▶ Just be aware if you are making phone calls, or if they have access to your computer etc.
- ▶ They are all representing Mark Rutherford. We are one of the few schools which runs this, we want to keep our reputation!!

Working from home

- ▶ Change in working patterns:- Covid
- ▶ Try and give them some experience of you going out to see clients or visiting the workplace as part of the day

Feedback section at the back of the forms: - please fill in

- ▶ Everything gone ok
- ▶ Worthwhile exercise
- ▶ We have taken on comments and suggestions from last year
- ▶ Feedback from employers
- ▶ Build up links
- ▶ Keep good relationships!
- ▶ Future events
- ▶ Business partners
- ▶ **These children are the future workforce**

What's next

- ▶ Students will have an assembly before they go
- ▶ Booklets will be collected in on the Friday 26th April. so please send them in with your child.
- ▶ We will celebrate their achievements with a certificate and a display of pictures and what they have gained from the experience

aargh

- ▶ If everything falls through:-
- ▶ Parent is ill
- ▶ Office/work closed unexpectedly
- ▶ The company has a massive order they have to fill
- ▶ Parent landed with meeting can't get out of etc
- ▶ Do send your child into school. We have set up a Careers Related Day for them to take part in
- ▶ If you lose the booklet between now and then it will be available on school website for you to print out

ANY
QUESTIONS?

