

Headteacher: Mrs Kelli Foster
BA (Hons) with QTS

Mark Rutherford School
Wentworth Drive
Bedford MK41 8PX



MARK RUTHERFORD SCHOOL

January 2022

Dear Parent/Carer

We are planning a 'Take Your Child to Work Day' on **Friday 24 June 2022** for Year 8 and Year 9 students (who were not able to go last year due to Covid). This will involve students spending a day at their parents/carers work, shadowing them throughout the day. It will give the students valuable experience of the world of work, and prepare them in the long term for their entry into the workplace. They will have an assignment to fill in while they are at the workplace, and have a debriefing when they return.

We do understand that for a variety of reasons it may not be possible for your child to accompany you. You will have to acquire the permission of your employer to have your child with you on that day. If this is not possible, we would suggest asking relatives or friends if they would be able to accommodate them so that they all have an equal opportunity to take part. If a suitable placement is still not available your child will need to be in school following modified lessons.

Parents/carers should use their own judgement about where their child goes, however if parents/carers work at home or alone, it is unfortunately not a new learning experience or environment, therefore it is not suitable. It may also not be appropriate for health and safety purposes if the parent/carer is for example, based on a building site, or in other hazardous situations or works in a position of confidentiality such as social care or legal work.

We hope you can arrange for your child to accompany someone throughout a normal working day. They will travel to and from work with that person as well as being covered by the 'health and safety' practices of the organisation that they are visiting and their insurance.

Please complete the attached contact and consent form, stating where your child will be going, and with whom; or state why they are not taking part. A small explanation of what the organisation does is really helpful if it's not clear from organisation's name. It needs to be signed by the parent/carer and the person accompanying the student if not a parent/carer.

Please return the completed form as soon as possible, but not later than **Tuesday 7 June**.

Yours faithfully

Mrs K E Unwin.
Careers Lead

Tel: 01234 290200 • Fax: 01234 290236 • email: mark.rutherford@mrus.co.uk • www.markrutherford.beds.sch.uk

[mark_rutherford](https://twitter.com/mark_rutherford)

Mark Rutherford School Company Number. 08316719



MARK RUTHERFORD SCHOOL

PLEASE COMPLETE THIS FORM AND RETURN TO MRS UNWIN IN THE SPACE 4 LEARNING NO LATER THAN TUESDAY 7 JUNE 2022.

Student Name: Tutor Group:

I am willing for my child to participate in the **Take Your Child to Work Day on Friday 24 June 2022**. I state that my child will be my responsibility during that day, and will be under my supervision or the supervision of someone that I know.

Signed: Date:
(Parent/Carer)

Parent/Carer Name (in capital letters):

Company Name and Address where student will be working:

.....
.....
.....

OR

I am not willing for my child to participate in the **Take Your Child to Work Day on Friday 24 June 2022** they will be in school.

Reason:
.....

TAKE YOUR CHILD TO WORK CONTACT FORM

The following studentin

(Name of Student) **(Tutor Group)**

Will be going to work with parent/family friend to the employer below on **Friday 24th June 2022**

ORGANISATION:	
ADDRESS:	
.....	
.....	
POSTCODE:	
TELEPHONE:	
MOBILE (if appropriate):	
EMAIL:	
Company's Public Liability Insurance number (this is essential, the student will not be going unless we have this)	

WHO THEY ARE GOING WITH:
RELATIONSHIP.....
POSITION/JOB TITLE:
NAME OF EMPLOYER CONTACT.....
SIGNATURE CONFIRMING THE FOLLOWING TERMS & CONDITIONS

PARENT/	PERSON ACCOMPANIED IF DIFFERENT	EMPLOYER

TERMS & CONDITIONS

Student will travel to and from work with parent/family friend

Student will be covered by organisation's insurance

Student will be covered by 'Health & Safety' practices of the organisation

This form should be forwarded to Mrs Unwin (careers@mrus.co.uk)
as soon as possible BUT no later than Tuesday 7th June 2022