

20 May 2026

Dear Parent/Carer,

Take Your Child to Work Day – Final Information for Parents and Carers

As we approach the Year 9 Take Your Child to Work Day on Thursday 11th June, we want to thank you for supporting your child in preparing for this valuable opportunity. If you have not yet signed up for your child to take part, then please do complete the link below. [Sign-up form for Yr 9 Take your child to work day 2026](#)

A student can only go on their placement once all of this form has been completed.

This work experience day will provide students with a chance to develop confidence, independence, and an understanding of the workplace. To help ensure the experience is safe and successful, please read the safeguarding and practical information below. Most importantly, if your child is unwell or due to be absent at any time during the placement, you must inform the school, as you would normally. The deadline for this is by 8am on the day of absence, to ensure we are aware of where students will be during this time.

Safeguarding and Attendance

- **If your child is unwell or unable to attend their placement, on any of the days**, you must notify **both the school, like you would normally**, and the **employer** as soon as possible. This is essential so we can account for their safety and the employer can plan for the day.
- **If your child becomes unwell or there is an incident** during the placement, then please contact the school.

Practical Arrangements

- **Travel:** Please ensure your child knows how they are travelling to and from their placement safely each day.
- **Online safety:** If the placement involves computer use, students must follow the employer's online safety rules.

A Note of Thanks

We are grateful to all employers who have generously offered placements and to you for supporting your child through this important stage of their development. We hope your child enjoys the experience and gains valuable insight into the world of work.

Yours faithfully

The Careers Team