



St Martha's

9th February, 2017

Dear Parent(s)

Take Your Daughter to Work Day

On 28th April 2017 all students in 2nd Form will have the opportunity to experience a real work environment by work shadowing a parent for the day. When they reach 5th Form they will also complete an extended work experience placement, which will enable them to build on their experiences in 2nd Form during the "Take your daughter to work day".

Before your daughter spends the day with you at your place of work we would like your daughter to complete a CV using the pro forma and submit a copy to me when she returns from Easter holidays on Wednesday 19th April. A copy should also be presented to your place of work on 28th April.

All students will complete the ***Job Shadowing sheet on 28th April*** and will need to bring it to school on Tuesday 2nd May. This will give them a chance to reflect on and share their experiences with the class and consider possible career paths.

Some students may not be able to accompany their parents to work and so we are also looking for parents who would be willing to take an additional student to their workplace. This will enable all of our 2nd Form girls to shadow someone at work. If you are willing to do this, please indicate this on the reply slip.

Travel to and from the place of work must be organised by parents and it is expected that she will be covered by the health and safety practices of the organisation she is visiting.

To let us know if you are able to take your own daughter and/or anyone else to your workplace, please complete the slip attached and return it to Mr Whitmore, the Careers Co-ordinator, by Wednesday 19th April at the latest.

If you have any questions, please do not hesitate to get in touch.

Yours faithfully

Mr Whitmore



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2nd FORM "TAKE YOUR DAUGHTER TO WORK DAY" 28th April, 2017

I give permission for (pupil name) (*please print*) to take part in "Take your daughter to work day" and I will organise for her to travel to and from work and ensure her health and safety on the day.

Circle as appropriate: I am also able / unable to take another student to work and the best way to

contact me to arrange this is:

Signed:(Parent/Guardian) Date:

