



24 January 2025

Dear Parent/Carer

RE: Take Your Child to Work Day Wednesday 5th March 2025

Peacehaven Community School strives to provide all students with good quality, impartial careers education.

The change in progression pathways has meant that students, parents and carers are faced with diverse option choices both in the transition from Key Stage 3 to 4 and from Key Stage 4 to Post 16. As a school we want to provide as much comprehensive information as possible to assist students in these transitions.

This year, during National Careers Week, **Wednesday 5 March 2025** is going to be '**Take Your Child to Work' Day** for Year 8 students. This involves 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, which in addition to preparing them in the long term for their entry into the workplace, will also prepare them for their Year 10 work experience.

Please note: Students can only go on visits with parents/carers who are on the school's SIMS and are required to be with their parents /carers at all times. If you wish for your child to take part in this experience, it is your responsibility as parent /carer to arrange the visit for your child, not the careers department and your responsibility as parent/carer to get consent from your employer as indicated on the online form.

If you would like to take your child to work on **Wednesday 5 March**, could you please complete the [Google Form](#) by **Monday 24 February**. With all such days there are legal formalities that need to be followed.

By signing it, you are stating that your child will be under your supervision and that you take full safeguarding responsibility for your child on the day, including any medical needs.

(Please note - this is an opportunity for students to experience the workplace within the world of work, so working from home is not an option.)

Please see guidance from East Sussex County Council:

The approval and liability for the work placement does not sit with ESCC or the school but parent carer needs to check with their Employer as to whether the supervised child can A) is permitted to be present at the work place and B) that there is adequate Liability insurance in place under the Employers own insurance to cover the activity. There may be some work placements unsuitable for an under 18. The school or ESCC insurance would not cover this in any event and the employer / employee needs to ensure that there is adequate Public Liability insurance in place.

Obviously, you will have to acquire the permission of your employer to have your child with you on that day. Peacehaven Community School needs to know in advance all students taking place in this activity so that attendance can be coded correctly. **It will be a normal school day**

for all students who do not go to work with their parent/carer. Any students not in school on that date that have not informed the school in advance of their placement will have an unauthorised absence. The deadline for returning the form is **Monday 24 February**.

We hope that your child will be able to take advantage of this opportunity.

Yours sincerely
The PCS Careers Team
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