



Onehouse Road, Stowmarket, Suffolk, IP14 1QR

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Our ref: TWE.DLY.015takeyourchildtoworkday

Dear Families

Take your child to Work Day – Year 9

As part of our Careers related Drop-Down Day on Tuesday 11 November 2025, we wanted to give your child the option of undertaking some real-life work shadowing as part of their work-related learning.

This is a great taster of what is to come in Year 10 when they will complete a full week's work experience.

For the students to gain an experience of working in a business, we would like parents/carers to take their son/daughter to work with them for one day, tying in with Careers Drop Down Day. The date for this will be Tuesday 11 November 2025. This is something that the school has successfully run in the past with parental support.

This is a day of 'experiencing a working environment, rather than 'work experience'. Students will 'work shadow' their parent and will complete a short reflection questionnaire when they return to school.

The aims of the day are:

- To understand the differences and similarities between school and work (e.g. responsibilities, timekeeping)
- To find out what an employer expects from employees
- To relate the studying that they are doing at school to future careers

If your place of work is unsuitable or inconvenient, please find a suitable alternative with an immediate family member if you can (parent/carer, step-parents, siblings over the age of 18 and grandparents). Parents should use their own judgement about where their child goes, however, if families work at home, it is unfortunately not a new learning experience or environment, therefore it is not suitable.

We cannot allow students to be beyond the constraints of direct and immediate family members due to their age. The responsibility for the child's wellbeing and safety therefore solely sits with parents or the direct family member while hosting the student at their place of work during that day.



Kingfisher Schools Trust

Registered address: Prospect House, Little Money Road, Loddon Business Park, Loddon, Norfolk. NR14 6JD

Registered company number: 07682294

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It may also not be appropriate for Health and Safety purposes, if the parent is for example, based on a building site, a workplace using chemicals, or in other hazardous situations. There may be some work placements unsuitable for an under 18.

The approval and liability for the work shadowing placement does not sit with Suffolk County Council or the school but parents/carers need to check with their employer as to whether the supervised child is permitted to be present at the workplace and that there is adequate liability insurance in place under the Employers own insurance to cover the activity. The school or SCC insurance would not cover this in any event and the employer/employee needs to ensure that there is adequate Public and Employer Liability insurance in place.

We believe it is an excellent opportunity for all students to participate in this work-related opportunity. Please ensure that you seek permission from the organisation's manager as appropriate. Should further information be required by the organisation, this letter can be shown or alternatively, please contact me directly.

When you have been able to confirm which company/organisation will allow your child on their premises, please complete the attached form [HERE](#) as soon as possible, or by Friday 31 October 2025 at the latest.

For those students who are unable to find placements, or wish to be in school, they will be following a day of careers related learning activities.

Should you have any questions or queries regarding the 'Take your child to Work Day' please do not hesitate to contact my team by phone or email: m.mylrea@stowhigh.com

Thank you for your support.

Yours faithfully

Mr T West

Assistant Headteacher; Careers Lead



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