



March 2024

Dear Parent

Headteacher - Patrick Earnshaw
Deputy Headteacher - Mathew Downs

Activities Week – Year 8

As you may be aware, Thursday 18th July - Tuesday 23rd July is Highcliffe School's 'Activities Week'. During this week, your child will have the opportunity to take part in a range of activities outside the normal curriculum.

The purpose of this week is to broaden the educational experiences of the students, at a time in the school year when it least disrupts their lessons. The Year 8 programme for Activities Week this year includes:

Day	Activity	Students should wear:
Thursday 18 th July	Dorset Waterpark (£42) Marwell Zoo (£20) London Theatre Trip – Frozen (£50) Splashdown trip (£30) Business and Computing day	Swimwear and old clothing School uniform and trainers School uniform and trainers School uniform plus swimwear School uniform
Friday 19 th July	Bournemouth University Visit Take your child to work shadowing day Careers – Business challenge day	School uniform Suitable clothing for the job School uniform
Monday 22 nd July	Charity stall day	School Uniform
Tuesday 23 rd July	Year group activities	PE kit

Please note that this programme is still subject to change.

Students will be asked to submit a preference for Thursday and Friday activities, via 'MyHighcliffe' they will then be sent a specific letter in respect to the choice.

Note - On Thursday 18th July and Friday 19th July any students that fail to bring in relevant permission slips, will be expected to participate in the Business and Computing day and Careers – Business challenge day respectively.

We hope that your child enjoys the week and makes the most of the different activities on offer. If you have any queries about the week, please do not hesitate to contact me via the school office.

Yours faithfully,

Mr S Hallam
Director of Learning



YEAR 8 TAKE YOUR CHILD TO WORK SHADOWING DAY FRIDAY 19TH JULY 2024

FACTSHEET FOR PARENTS/GUARDIANS

We hope that the following will give you an insight into Work Shadowing and answer any questions you may have.

When is work shadowing day?

Work shadowing for Year 8 students is taking place on Friday 19th July 2024.

What is work shadowing?

It is an opportunity for students to go to work with a parent/guardian, for the day and experience a real-life insight into the world of work. Work shadowing can be anything from retail or office work to accountancy. Your child needs to observe a real business schedule, whatever is in a normal day's work.

Why work shadow?

Students will be able to observe the world of work away from the classroom environment. Work shadowing encourages students to appreciate the distance people have to travel to work, the relationships formed in a business environment, the variety of skills that a job requires and how technology is applied. After a day of work shadowing, students frequently comment that they would rather go to school than go to work.

What if I do not work or cannot take my child to work with me?

There are several other opportunities for students to find out more about Careers, including a University trip (£5 to cover transport) or the 'Business - Environmental Challenge' in school.

Is it safe for me to take my child to work?

Students will be classed as visitors on the 'take your child to work shadowing day', as they are shadowing yourselves in the workplace, you are responsible for any task your child undertakes. Personal insurance for children can, of course, be obtained privately if you wish.

What do I need to do now?

Have a chat with your employer about work shadowing and seek approval to take your child to work with you for the day. Encourage your child to see the educational benefits that this experience will give both now and in preparing them for life beyond the classroom. To participate in the 'take your child to work shadowing day' you will need to complete the form below, the deadline for this is **24th May 2024**. Any students not returning the forms by the deadline day will be expected to be in school for the 'Business Environmental Challenge activity'.



How can I prepare for the day and what tasks can the students do?

The key to work shadowing success is in the preparation. The idea is for the students to work shadow their parent/guardian and observe tasks that crop up in a regular business day.

The onus is on parents/guardians to plan the contents of the day and identify which elements of their job will be useful for their child to experience.

Please make sure you give your child a taster of as many aspects of your job as possible by dividing the day into small, manageable chunks. There is plenty of time to prepare a programme for the day and discuss the tasks that you will be working on with your child in advance. Remind your child that a working day is longer than a school day – which may come as a bit of a shock to many of them. Above all, the day should be interesting, informative and fun.

Handy Hints and tips for the day:

- Try to stick to the programme – that way everyone knows where they are
- Take your child on a tour of your place of work and introduce them to some of your colleagues – children are usually very curious about where their parents/guardians disappear to each day
- Encourage your child to ask questions, make notes and collect leaflets and handy items to use when completing their diary, 'story board' and evaluation of the day
- Ensure that you set aside some time for your child to complete their work shadowing diary

What happens after the Work Shadowing Day?

Students will be asked to fill in a diary relating to their work shadowing day. Additionally, each student will be presented with a certificate to acknowledge their participation and act as a reminder of their work shadowing day. If you have any queries or concerns that are not answered in the above information, please contact me, Mr Hallam (shallam@highcliffeschool.com), or Mrs Bower (abower@highcliffeschool.com) Work Experience administrator.



YEAR 8 WORK SHADOWING DAY Friday 19th July 2024

PARENTAL CONSENT FORM

Please complete and return this form to your child's Tutor by **Friday 24th May 2024**. Students who cannot bring this in by this date will be allocated to the in school 'Business Environmental Challenge Day'.

TO BE COMPLETED BY PARENT			
Name of Student		Tutor Group	
Name and Address of Work Shadowing Placement			
Contact Number		Email Address	

<p>I give my consent for my child named above to take part in the school's work shadowing programme and will be work shadowing mother /father / nominated guardian* (please delete as applicable)</p> <p>Name</p> <p>Relationship to child</p>	
<p>I will take full responsibility for my child's welfare on the day</p>	
<p>I understand that no payment in respect of work done may be made</p>	
<p>I know of no medical reason why my child should not take part in work shadowing</p>	
<p>Companies must have Public and Employers' Liability Insurance.</p> <p>I confirm my company holds the relevant up-to-date insurance cover which will be used for this work shadowing programme</p>	
<p>If there are any medical considerations / special needs that may affect the type of placement which would be suitable, please indicate below:</p>	
<p> </p>	
<p>Signed Parent/Guardian Date</p>	