

24 March 2026

Dear Parents and Carers

## **CAREERS OPPORTUNITY: TAKE YOUR CHILD TO WORK DAY - MONDAY 20 JULY 2026**

At Heathfield Community College we are committed to providing high-quality, impartial careers education, we have a strong track record in this and are always keen to develop our practice. In line with the Department for Education's 'Gatsby Benchmarks', which have increased the focus on real life workplace experiences for all year groups, we are excited to trial a new initiative this year: **'Take Your Child to Work Day'**.

On **Monday 20 July**, students in Years 7 to 10 are invited to shadow a parent, carer or family member at their place of work.

### **Why?**

This opportunity provides a unique insight into the professional world beyond classroom encounters with employers. It will offer a range of workplace experiences for young people far beyond anything the College could feasibly organise for each individual as separate trips. As the experience will be in a placement with someone known to the student, there is a greater opportunity for follow-up informed discussion in line with the comprehensive preparation and post reflection activities that will be provided by the College.

### **How will students be prepared for this?**

Students will be given information and the opportunity to discuss different aspects of their experience of a workplace, what to look for and how to record their experiences in tutor time or part of their PSHE lessons in College. They will also be supported to understand how behaviours and expectations differ in the work place and how they can manage their own emotions in this setting.

### **Key Requirements & Safety**

- **Supervision:** Students must remain with their parent/carer/family member at all times. They must take full responsibility for their safeguarding and medical needs during the visit.
- **Workplace Environment:** This is an opportunity to experience a professional a workplace setting: **therefore, working from home is not considered appropriate.**



Tel: (01435) 866066 e-mail: [office@heathfieldcc.co.uk](mailto:office@heathfieldcc.co.uk)

Cade Street, Heathfield, East Sussex, TN21 8RJ Website: [www.heathfieldcc.co.uk](http://www.heathfieldcc.co.uk)

Headteacher: Ms Caroline Barlow B.A. (Hons)

- **Employer Consent:** It is your responsibility to gain permission from your employer and ensure they have adequate Public Liability Insurance to cover a minor on the premises.
- **Liability:** Please note that neither the College nor East Sussex County Council (ESCC) holds liability for these placements.

**How to Participate:** If you wish for your child to take part, please complete the [Participation Form](#) by **Friday 17 April**.

**Post-experience Reflection:** Students will be expected to record their observations and reflections during their experience and ideally time should be made available for this during or immediately after the day. On return to College in September, these reflections will support discussion and learning about different workplaces, experiences and consequent conclusions or labour market information. The shared dialogue will provide a rich and valuable learning opportunity that complements the information, advice and guidance received throughout the students' time at Heathfield in relation to careers and employability.

**What happens if my child cannot complete this experience?**

School will be open as normal for all participants not taking part. They will be able to participate in the reflection discussions in September, but must attend school on Monday 20 July where a complementary package of learning will be in place, alongside appropriate lessons.

The College must know in advance who is participating to code attendance correctly. Any student not in school, without completing the participation form, will be marked as an **unauthorised absence**. The deadline for returning the form is **Friday 17 April**.

We hope your child enjoys this valuable opportunity to explore the world of work.

Yours sincerely



**MR B HOWARD**  
Deputy Headteacher