

25th March 2026

Dear parents and carers,

Year 10

Take Your Child to Work Day - Expression of Interest

As a school we are committed to promoting excellent Careers provision and preparing young people for the opportunities, responsibilities and experience of life beyond the school gate.

As part of our provision this year we are offering an opportunity to 'Take Your Child to Work' for all students in year 10. The focus of the day will be allowing students to gain a deeper understanding of the workplace by joining a parent, or another designated adult, at their place of employment.

'Take Your Child to Work Day' Wednesday 1st July, 2026 – Parents Role:

We are asking you to organise for your child to spend a day with you (or with another adult, designated by you) at your place of work on **Wednesday 1st July, 2026**

If you are able to arrange this, please be aware that it is your responsibility to ensure correct supervision of your child whilst on placement and that the insurance held by the workplace covers your child. We believe that most workplaces have this insurance, but your employer will be able to confirm this.

We appreciate not all students will be able to physically attend a place of work on this date, therefore, we have arranged for a virtual work experience option via **Springpod**. **Springpod** is an online provider of virtual work experience opportunities, and offers free opportunities for students to explore potential career paths.

Please note all students in year 10 must either attend a work placement or complete virtual work experience from home. *There will be no provision in school for students in the year group on this date.*

Please complete this form to confirm whether your child will attend a place of work or will complete the work experience virtually: <https://forms.office.com/e/r5cnvjgqiu>

The deadline to complete this form is Monday 1st June, 2026 and you will receive further information following this date.

 **CARING, LEARNING
AND SUCCEEDING**

'Take Your Child to Work Day' Wednesday 1st July, 2026 – Expectations and Objectives:

Take your Child to Work Day has been introduced to give students the time to observe, shadow and speak with both employers and employees. The school will set students a range of prompts and tasks to research and complete during their placement closer to the date. The aim of the day includes helping students to understand the role and responsibilities of different employees in an organisation, understand the routines involved in the organisation, prepare for change, reflect on their strengths in relation to work, communicate confidently with their peers and adults and relate future job opportunities to their personal qualifications and skills. We hope that the experience will prove to be worthwhile and enjoyable.

Springpod

Springpod is an easy to navigate website and can be found at <https://www.springpod.com/> . This link can also be found in the career section of our school website. If you are giving your permission for your child to do a virtual work experience instead of a workplace-based experience, please indicate on the form link provided.

If you have any questions, please do not hesitate to contact Mrs. Ashton our Careers Coordinator via email: workexperience@lowtonhs.wigan.sch.uk

We look forward to an exciting day in July and hearing all about your child's experience.

Yours faithfully,

Mrs G Beattie-Rullo
(Assistant Headteacher – Curriculum Quality & Strategy)