



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

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15 April 2026

Dear Parents/Carers

Yr 8 Take Your Child to Work Day – Thursday 23rd April 2026

We are pleased that so many Year 8 students will be accompanying you/a relative or friend to take part in Take Your Child to Work Day. Many thanks for organising your child's placement.

As I am sure you will agree, Take Your Child to Work Day is an excellent opportunity for your son or daughter to experience the world of work. Students will be issued with a booklet to read and work through on the day, copy attached, you may wish to look at this prior to placement.

Students will take part in a follow-up session during their PDC lessons, they will have the opportunity to feedback their experiences to their peers, which we hope all students will benefit from. A task to help them prepare for this will be added to Show My Homework in due course.

For students who will be in school on this day, an alternative enterprise activity has been arranged. This will give students the opportunity to develop employability skills, and we hope they will find it useful.

Thanks again for your support.

Yours sincerely

J Earp
Head of Careers

D Parker
Work Experience Co-ordinator, Careers Information & Advice Officer



Year 8 CEIAG

Take Your Child to Work Day

April 2026

Name:

Form:

Place of work:



Instructions and guidelines for the day – FOR STUDENTS

The success of the day depends on you. So, try your best to:

- **Make a good impression.** Arrive on time and dress smartly.
- **Be confident.** Smile!
- **Communicate.** Ask lots of questions. Speak clearly and confidently.
- **Look interested.** The day is about you finding out about the world of work.
- **Show this booklet** to your parent/colleague so that they know what work you need to do

Make sure you ask about the basics too!

- Find out where the *toilets* and *fire exits* are.
- Find out when your *breaks* and *lunch* will be and where you need to go for them.
- If you are working away from your parent/guardian, make sure you know how to find them.
- Have a phone with you in case of emergencies (but don't use it during the day unless you are told to).
- Have a *reading book* with you in case there are any quiet moments.

Work to do:

- Complete this booklet by the end of the day. Some sections you will have to do during the day; any sections you haven't completed do at home for homework.
- You will be given some tasks to do by your supervisor. Try to do them to the best of your ability.
- Ask any questions if you get stuck or if you want to find out more about the place of work.



Finally, remember that you are in a place of work - there will be safety regulations that you will need to follow. Listen very carefully to any information you are given regarding safety.

Task 1 – Fact Finding

a) What is the purpose of the business or organisation? What does it do?

b) When was it established?

c) How many people does it employ?

d) Describe the working environment.

Task 2 – Work Log

Your day	The time (i.e. when did you start work)	What do you did during this hour
Hour 1		
Hour 2		
Hour 3		
Hour 4		
Hour 5		
Hour 6		
Hour 7		
Hour 8		
Hour 9		<i>Make sure you say thank you to everyone who has helped you during the day in this last hour!</i>

Task 3 – Interview two employees

Name and job role:	
1. How long have you worked here?	
2. What process did you go through in order to get this job?	
3. Did you need any specialist qualifications to get this job?	
4. What 3 skills are most needed for you to do your job well?	
5. What is the best part of your job?	
6. What is the worst part of your job?	

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Learning from the day – FOR STUDENTS

At the end of your day at work make sure you reflect on what you have seen, learnt and experienced. Then complete these questions in as much detail as you can. These will be looked at by your Form Tutor and discussed in future PDC lessons.

1. What have you learnt? Write about 3 things.

2. What did you enjoy most? Write about 3 things.

3. Would you like to work in this sort of environment? Give reasons

4. What are your career ambitions or ideas for the future (don't worry if you don't know...you're only in Year 8!)?

Suggested activities – FOR EMPLOYEES to set for student

Try to adapt these activities for your place of work. If possible, try to plan the activity so that the student has something material to take home with them.

Problem solving / Challenges

Building challenge. Give the student some resources and ask them to use them to construct a particular object. Help them through the design, build and test process.

Scavenger Hunt. Ask the student to locate different things/equipment in the workplace, or to find people who are using particular skills.

Be creative

Design. Ask the student to design a new logo for the company or a new product for the company.

Analyse

Feedback. Show the student your website or product and ask them questions about it – What is good about it? Who does it appeal to? What would make it better?

If I were CEO. Give the student a poster board to write or draw ideas onto, giving two or three rules they would enforce if they ran a company. They could then present these ideas to a colleague.

Presentation. At the end of the day ask the student to present to you what they have learnt about your job and your place of work. What is their perception of what you do? Have they understood everything?

Think about careers

Job advert. Ask the student to write a job advert, including job description, of one of the jobs that exist in the organisation.

Interviews. Ask the student to conduct a practice interview with an employee. Ask the student some interview questions!

CVs. Ask the student to make a list of their skills, abilities, talents and achievements, alongside their favourite subjects at school. Help them to put this into a CV format.

Planning

Ask the student to create a help sheet for next year's Take Your Child to Work Day. Ask them to design it either for parents or students or employers.