

Year 7 Day to Work Friday 6 March 2020 – Frequently Asked Questions:

What is the Day to Work? The Day to work is when Year 7 students go to work with a parent or other trusted adult. **It is not intended to be “Work Experience” and does not have to directly relate to any career aspirations the students may have.** It is about the experience of work in general – learning about getting to work, health and safety, time management, working with different people and achieving the goals which they set for themselves. In previous years the day has boosted students’ practical and social skills as well as developed their confidence and self-esteem.

Where do students complete their Day to Work? Most students go to work with one of their family members. Sometimes this is not possible (for example, where family members work in the emergency or armed services) in these cases we would ask family members to approach another trusted adult or family friend to see whether they are able to take the student to work with them.

Employers are unlikely to accept a student for the Day to Work unless their parent – or another trusted adult known to the student - works for their organisation and we would **ask families not to approach employers unless they, or somebody they know and trust, works for that organisation.**

When is the Year 7 Day to Work? The Year 7 Day to work takes place on Friday 6 March 2020. There will be no Year 7 lessons in school on that day as students are expected to go to work with a family member or other trusted adult.

Why does The Misbourne organise the Year 7 Day to Work? The Day to Work is intended to be a gentle introduction to work related learning. Students are challenged to think about what it is like to go to work and to consider the type of career they might be interested in. They will begin to learn “soft” skills such as communications, team building, time management and problem solving. It also gives them an appreciation of the relevance of what they learn in school to their ultimate career goals – and they gain an understanding of how hard their family members work to support them.

What hours should the students “work”? – ideally students should work what is a normal working day for the job they are doing – family members can use their discretion to decide what the working hours should be, but normally we would expect a minimum of six and maximum of eight.

What type of jobs can students do on their Day to Work? Once again, this will depend on where they are working, but in general we would hope that students are treated like a junior employee. They may be asked to carry out tasks such as filing, making hot drinks, photocopying, answering the telephone and running messages.

In the past, students have planned projects or designed products, and taken part in meetings where they were required to give their opinion. They should approach the day with an open mind and try to complete any task they are set. We encourage them to take the opportunity to ask co-workers lots of questions and stress the importance of respecting business confidentiality. More details are given in the Employer Guidelines (see below).

What should students wear on their Day to Work? Students should dress in clothes appropriate to the job they will be doing – so this will vary accordingly. However, you should not need to buy special clothes for the day.

What do students need to take to their Day to Work? This will depend on where they will be working and what they will be doing – be sure to take anything the employer requires – as well as some provision for lunch. In addition, all students should take the [Employer Guidelines](#) sheet and [Day to Work Handbook](#) which will be issued to them in the days leading up to their day to work.

How do students record and evaluate their Day to Work? The Day to Work Handbook contains some preparation work which they can complete before the day as well as some tasks to complete on the day and a review of how things went and what they learnt. The handbook can be a useful tool on the day if there are times when the student is not so busy.

When should the completed handbooks be returned to school? Ideally students should return their completed handbooks to their form tutor on Monday 9 March – they must be returned no later than Friday 13 March 2020.

What happens to these handbooks? The handbooks are checked by form tutors and Mrs Hillier and a small prize will be awarded to the best overall completed handbook that is returned. There may also be some spot prizes for students' achievements during the day. All students who return their completed handbook will receive a certificate when the handbook is returned to them for future reference.

Remembering to say Thank You. Employers are very generous in allowing our students to experience their Day to Work. Please remind your child to thank the employer and, ideally write or email them to say what they enjoyed about and learnt from the day.

Who do I speak to in school if I have further questions regarding the Day to Work? Mrs Owen, via admin@themisbourne.co.uk is responsible for organising the Day to Work and will be able to answer any further questions you may have.

Where can we find out more about career options? [The Careers pages](#) on The Misbourne Website have lots of useful information.