

Guidelines:

‘Day to Work’ - Guidelines for Employers

Dear Employer,

The Day to Work scheme takes place each year on a Holmer Green Senior School Inset day. This provides students with the opportunity to accompany their parents or another trusted adult to their place of work for the day to observe and take part in working practices that they would not normally come into contact with at school.

Day to Work this year is offered to all Year groups on the following Inset day dates:

- November 3rd 2025
- January 5th 2026
- February 23rd 2026
- April 13th 2026

It is a valuable personal development opportunity for our students and an excellent way to introduce the **Work-Related Learning Curriculum**. The Day to Work helps students to realise the value of the skills they are learning in the classroom, as well as appreciate how hard their parents work to support them!

During the day, please give students jobs that would be given to juniors such as:

- Filing
- Making tea/coffee
- Photocopying
- Running messages
- Attending meetings to take notes

Please allow a period of time during the day for questions. If you do not have time to explain to a student why or how something is done then tell them to write down the query they have and go through this with them during an prearranged time slot.

Give the student a tour of the operation (or ask a colleague to do this) and give a brief explanation of what each department does eg: the Reception where cars are booked in and the workshop in a garage, the HR Department in an office, the kitchen and restaurant etc.

Include the student in your work by asking them to take part in small decisions throughout the day; e.g. "out of these two starters which one do you think we should put on the set menu today?" Encourage the student to make links between their 'Day to Work' Handbook and what they see in your organisation. The student should be making time to fill out their Handbook comprehensively.

Thank you for supporting the HGSS Day to Work. If you have any questions or would like to discuss our Day to Work further, please contact: Miss Katie Matthews Careers Lead, HGSS at matthewsk@holmer.org.uk