



WINDSOR SECONDARY SCHOOL

931 Broadview Drive, North Vancouver, BC V7H 2E9

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To all **Grade 9 students** and their parents/guardians:

Take Our Kids to Work Day (TOKWD) is an annual national program in which Grade 9 students are hosted by parents, relatives, friends, and volunteers at workplaces across the country every November. **This year Take Our Kids to Work Day is Wednesday, November 5th, 2025.** The program supports career development by helping students connect school, the world of work, and their own futures. More than 250,000 students and 75,000 organizations participate every year across Canada in this program.

This is an **optional opportunity where parents/guardians are encouraged to arrange a one-day job shadow of a workday for their Grade 9 child.** This initiative is valuable for students to begin thinking about careers, to better understand the work world, appreciate the different career options, and to network. The more students understand about the jobs of their parents, relatives and friends, the more informed the decisions about their own future career. For more information, please visit [Take our Kids to Work \(studentscommission.ca\)](http://studentscommission.ca).

Students **benefit from TOKWD** because it is an opportunity for them to explore career options through:

- Spending a day in the life of a working adult
- Learning first hand what skills are required in today's workplace
- Thinking about what aspects of their "work day" they liked and what they didn't
- Gaining a better understanding of how many career choices are open to them
- Developing an appreciation of work

Parents/Guardians benefit from TOKWD because it helps them prepare their children for the future by:

- Discussing work experience with their child
- Beginning a career discussion based on actual experiences
- Enriching their child's experience with discussion before, during and after the workplace visit

We encourage all parents/guardians to provide a meaningful and safe work placement for their child and/or encourage students to explore possible networks who can support a job shadow experience. To be clear, this is **NOT** a Windsor school field trip. Staff will NOT be involved in organizing, supervising, nor attending workplaces. **Parents/Guardians are responsible for all aspects of work placement/shadow including transportation and safety** if they choose for their child to be involved. The day is most successful when students and their parents/guardians find an appropriate work site or person to shadow through themselves, relatives or friends. The timing and details of the opportunity on November 5 are up to the parent and the work place representative.

The school's role in support of this national career event, is being flexible with student attendance on the event day and to make alternate plans for grade 9 students who choose not to take advantage of this great opportunity. Please note that regular grade 9 classes will not be occurring on this day so that students will not be 'missing' any regular schoolwork so that they can engage in this opportunity. If a child chooses not to take advantage of this valuable opportunity, we will arrange an alternate activity at the school.

In addition to this letter, you will find two documents:

- 1) A consent form allowing us to mark your child excused from classes for the day
 - Please return the signed consent form by Friday, October 31st to the careers office (room 203)
 - Extra copies are available in the Career Center (203) and in Grad 2029 TEAMS class page in 'Career Education'

- 2) A Workplace letter to be used when making arrangements with the employer hosting your child. This letter will help to explain what Take Our Kids to Work day is and why it is good not only for the students, but for employers as well.

After the workplace visit, students will need to complete an assignment reflecting on the experience. Students will find this assignment in the GRAD 2029 TEAMS class page in “Career Education”. Students who choose not to go to a workplace will have an alternate assignment to complete. This will be part of the alternate plan on the day for student who attend school rather than a workplace. The completed assignment needs to be submitted in this TEAMS page as well by **Friday, November 14th**. Instructions will be in the MS Team.

If you have any questions regarding Take Our Kids to Work Day, please feel free to reach out to the Windsor Careers office or myself in the Main office at 604-903-3700.

Thank you in advance for supporting your child’s growth in the area of Careers Education.

Greg Hockley

Vice Principal
Windsor Secondary School