



December 2023

Dear Sir/Madam

## Work Shadowing

This letter has been passed to you by an employee who would like to offer one of our Year 9 students (aged 13-14) the opportunity to work shadow them for the day on Tuesday 5 March 2024. This day should closely mirror the normal timings of a school day. Students should be given regular breaks, such as short breaks during the morning and afternoon, as well as a lunch break. The duration and frequency of breaks should align with what is typical in the industry or profession they are shadowing.

Work shadowing involves a student spending time with a parent, colleague, family member or close friend at their place of work. The student will:

- be an observer and not undertake any tasks;
- not require payment;
- be a visitor for the day and be covered by your Public and Employer's Liability Insurance.

Through work shadowing, our aim is for students to:

- appreciate what is involved in a day of work;
- form an appreciation of the different vocational areas within the world of work;
- understand the different businesses/organisations that exist;
- recognise how work in the classroom relates to developing skills for the future.

Your involvement will enable work-related learning for this student to be both practical and relevant to the future demands of life at work and home. A close relationship with education can be a sound investment. Today's young people will shape your future in many ways – as employees, as customers/consumers and as citizens.

If you require any further clarification, please contact the [lroberts@ashlyns.herts.sch.uk](mailto:lroberts@ashlyns.herts.sch.uk)

I look forward to your support with this work shadowing opportunity.

Yours faithfully

Mr Roberts  
Assistant Headteacher