



December 2023

Dear Parent/Carer

Year 9 Work Shadowing Day - Tuesday 5 March 2024

As part of our Careers programme, on Extended Learning Day, Tuesday 5 March 2024, students in Year 9 will take part in a work shadowing placement. Work Shadowing is an opportunity for students to go to work for the day with a parent/carer, family friend or contact, and get a real life insight into the world of work.

The job they shadow can be anything from window cleaning to accountancy, broadcasting to police work, catering to working with animals; it can be a home office or a London office, it does not matter. The object of the event is for students to get to grips with real business schedules and observe a range of real business activity.

It is important for students to be aware of lifestyles away from the classroom in order that they can see their learning in a broader context. Work shadowing encourages students to appreciate the distance people travel to work, the inter-relationships formed in a business environment, the variety of skills that a job requires and how technology is applied. By agreeing to take part in the work shadowing day you, as a parent/carer, take full responsibility for your child's work shadowing placement, travel and safety. As part of the placement you can nominate a family member, colleague, friend or trusted adult who is able to take your child to work with them if you are unable to do so.

Ensuring the safety of our Year 9 students during the work shadowing day is paramount as we are committed to providing a secure environment that prioritises their well-being, upholds safeguarding standards, and fosters a positive and enriching learning experience. Work Shadowing Day is about observation and questioning, about experiencing the environment of the workplace and absorbing the activities that will be going on; it is not about your child actually doing the work. Along with this letter, you will also find a letter [here](#) to provide to the family member, colleague, friend or trusted adult providing the work shadowing experience with details of the expectations in providing your child with this experience.

In order for us to track students' work shadowing placements, could you please complete and submit this online form [WORK SHADOWING MARCH 2024](#) to provide us with information about the placement that you have secured for your child on the day. Members of staff may call to discuss how the day is progressing with students, so please ensure contact details and the main point of contact in the workplace/organisation are up-to-date and accurate. Students who are unable to secure a work shadowing placement will be required to attend school as normal, in school uniform, for the full school day.

After the event, students will have the opportunity to share their experiences and be able to draw on their learning as they progress through Key Stage 4, and begin to think about their next steps. If you have any questions, please contact me and I will be happy to talk to you about the event. Your support will be invaluable in making this day a success.

Yours sincerely

Mr L Roberts
Assistant Headteacher