

Work Shadowing Programme 2026





Year 10 Work Shadowing Programme 2026

Monday 8th June - Friday 12th June

What is work shadowing?

An opportunity for pupils in Year 10 to shadow a parent / guardian or close family friend so that they can get a real-life insight in to the world of work.



"We are so grateful for sending these two pupils to work at our library. They were wonderful and polite and always approached everything with a positive attitude. This experience has made us think very highly of the pupils at Swakeleys School"

"A born teacher! She has gone above and beyond in her role here and is so positive with the pupils"

"She has been excellent! Better than any student we have ever had before"

"What an excellent pupil, she is very natural and we have loved having her here on placement"

"She was very willing and has a wonderful character! We would like to offer her a job for the summer"

"I must say I am very impressed by Leanna's attitude and conduct. She has demonstrated professional and friendly behaviour. Her attitude towards her work experience has been exemplary and she should be very proud of herself"

"We would be more than happy to welcome Mahveen back to work for us in one of the junior positions"

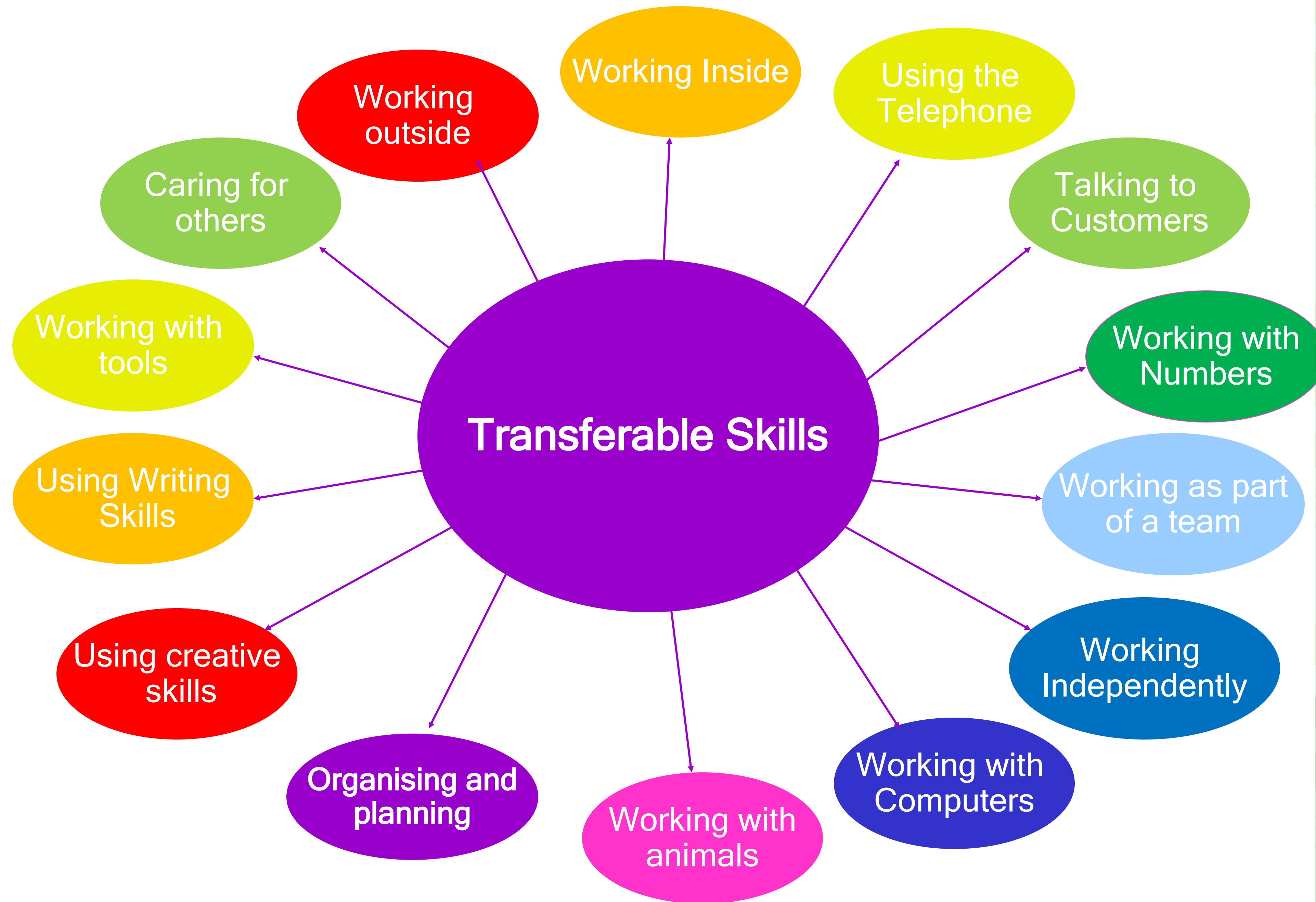
"She is personable, approachable and extremely enthusiastic. The students adore her!"



Why?

- To obtain hands on experience of the world of work
- To appreciate the required employability skills
- To understand that work places also have 'rules'
- To learn about the variety of jobs / tasks covered
- To develop and practice new skills including communication skills and belief.
- To experience working with a wide variety of people and personalities
- To expose them to your typical working day for them to see what motivates you
- To give them the opportunity to see what careers and jobs are available





Where could they go or not go?

Could go

- Office work
- Retail
- Large and small companies
- School, if different to their own

Not go

- Hazardous and dangerous jobs: e.g. building sites, somewhere with toxic chemicals
- Jobs that may involve a lot of driving?
- **Parent working from home**
- Some medical situations or counselling jobs might not be appropriate
- Places that have an age restriction such as Pubs



Who could they go with?

If you feel your work situation wasn't appropriate or your employer was unwilling to have your child along, you could ask a relative or a close friend that you feel confident would look after your child for the day and *that you would trust with your child with for the week.*



Official bits

Your child will be marked as taking part in work shadowing on the school register so they won't lose a mark

They will be covered by your company's insurance and health and safety policy while they are on their premises

We will be asking for your employer's liability policy number on the google form that we will send out for you to fill in

They will be travelling to and from your place of work with you or your friend so will be your or their responsibility while going to and from work



While at work

- **It will be for you / work team to plan the 5 day work shadowing programme**
- **Seek advice / liaise with others in the work space**
- **Keep them busy.**
- **Reward**



What's next?

Letter about the work shadowing programme

Talk to your employer

Fill the Google form in and get your employer to sign it with the **Employers liability Insurance number**

Forms need to be back by **Friday 30th January**

Students will have their launch assembly tomorrow and all the paperwork will be on the careers google classroom page for Year 10.



Terms and conditions

By signing and returning the form you are agreeing that:

You as the parent / carer accept **FULL responsibility** for your child for the duration of the whole work shadowing programme

Student will travel to and from work with parent/family friend

Student will be covered by organisation's Employers liability Insurance

Student will be covered by 'Health & Safety' practices of the organisation



If your child can't go and shadow you at work from 8th June 2026- 12th June 2026

- We have successfully secured a pool of placements (mainly primary schools, libraries and a very few retail opportunities which are new for this year, but these places will be very limited!
- Please do not make contact with primary schools, as they have been specific about not wanting multiple pupils to contact them and instead with rather work directly with the school. These placements will be advertised in February once the deadline has passed.
- If pupils are unsuccessful in securing a placement independently or through the limited places advertised by the school, they will be expected to come into school as normal and a programme of study will be put together for them.

