

Dear Parent/Carer

## Re: Year 10 Work Shadowing Programme 2024

I am writing to you to share details with you about our Year 10 Work Shadowing Programme 2024. Last year, for the first time since the COVID pandemic, we successfully relaunched our work experience programme. The feedback from all the pupils who participated in the programme was excellent with 100% claiming it was an incredibly positive experience for them.

Work shadowing provides pupils with an opportunity to gain an understanding of the world of work and careers. This will be a key enrichment experience that will be of great benefit to pupils and will build upon the work pupils will have completed as part of the careers focus weeks in January.

Please find more detailed information about the work shadowing programme attached to this letter. For the work shadowing project to work effectively, we will require your help. We are asking for parents / carers to allow their child to accompany them to their workplace during the 5 day programme (**Monday 10<sup>th</sup> June 2024 through to Friday 14<sup>th</sup> June 2024**). If you feel that your job role is not appropriate, we would ask that you enlist the support of a relative, or close family friend to support you with this endeavour. The purpose of the work shadowing programme is not to give pupils access to their ideal job role of the future, but instead to introduce them to the world of work. If it is at all possible, a work placement should be in line with the interests and ambitions of your daughter.

Pupils who are not able to find a suitable work shadowing placement will be required to attend school throughout the duration of the programme.

Once you have received approval from the employer, please complete the work shadowing information and consent form via the link below, no later than: **Wednesday 31<sup>st</sup> January 2024:**  
<https://forms.gle/rL1Ewoef2uxYXJR6>

Once you have read through all the relevant information, we would like you to please confirm the participation of your child in this experience.

We look forward to working with you on this work shadowing project which will be a rewarding and valuable experience for your child. In the meantime, should you have any queries or issues, please do not hesitate to contact me via the following email address:

[workshadowing@swakeleys.org.uk](mailto:workshadowing@swakeleys.org.uk)

Yours sincerely,



Mrs P Laguillo  
Assistant Headteacher

**Year 10 Work Shadowing Programme**  
**Monday 10<sup>th</sup> June 2024 – Friday 14<sup>th</sup> June 2024**  
**AIMS & OBJECTIVES**

**What is work shadowing?**

It is an opportunity for pupils to go out and get a real life insight in to the world of work.

**Why work shadow?**

Pupils get a hands-on experience of the world of work away from the classroom environment. Work shadowing encourages pupils to appreciate the distance people have to travel to work, the interrelationships formed in a business environment, the variety of skills that a job requires and how technology is applied. After five days of work shadowing, it is likely that pupils will have a much clearer idea of what it is you do and how the skills they are hopefully acquiring in school will support them in their working life of the future. We hope that this experience will also help pupils to bridge the gap between school and work and allow them to understand that getting the best outcomes at school will hopefully open more opportunities in the world of work.

Work shadowing complements the curriculum in Citizenship by encouraging children to learn about themselves as growing and changing individuals with their own experiences and ideas, and as members of their communities.

**What tasks are pupils allowed to do?**

The idea is for the students to work shadow their parent/carer and get to grips with tasks that crop up in a regular business day. Understandably, there may be some elements of a job that children are not able to undertake, for example handling sensitive information or machinery, but generally there will be tasks that they can do.

The onus is on parents/carers to plan the contents of the five days and identify which elements of their job will be useful for their child to experience. This might be writing a simple letter or email, attending a business meeting, support with planning an event, costing up the price of something– the day can be flexible to fit in with the nature of your business. It maybe that you are able to arrange for your child to spend some time experiencing other areas / departments within your business. It is a good idea for parents/carers to write a programme for the work shadowing days to ensure that you, your child and the business knows what to expect. Above all, if possible, the days should be interesting and hands-on.

**Is it safe for employees to bring their child to work?**

As the pupil is going to work with their parents/carers, ***it is the sole and full responsibility of their parents/carer to ensure that all health and safety measures and insurances are in place.*** Pupils will be classed as visitors to your premises on the work shadowing days, so if your place of work accepts visitors the current insurance policies (public liability insurance or employer's liability insurance) should provide appropriate cover. You will need to obtain the policy details from your

place of work, check that these are in date and add them to the digital form in order for the placement to go ahead.

### **Will students do any work shadowing related work after the five days?**

During the work shadowing days, pupils will be issued with a log book to record and outline the main activities they have been involved in. On their return to school, pupils will participate in a debrief session where they will be given the opportunity to discuss their experience and hopefully be able to identify the employability skills they have developed during the work shadowing programme.

### **Aims and objectives**

The main aims and objectives of work shadowing are for pupils to begin to:

- Appreciate what is involved in a day of work;
- Recognise the importance of self-organisational skills;
- Form an appreciation of the different vocational areas within the world of work;
- Understand the different business/organisations that exist;
- Recognise how work in the classroom relates to developing skills for the future;
- Understand how individual jobs fit in to team or departmental structures;
- Recognise the importance of recording activities to assist in preparing reports or exhibition material at a later date;
- Gain experience of working individually and in groups within a project;
- Encourage pupil/parent communication in career development;
- Assist teachers in keeping up to date with vocational area and skills used in the world of work

### **What if I do not work or cannot take my child to work with me?**

The programme does allow you to nominate a family member or close friend who is able to take your child to work with them. If you are really struggling with finding a suitable work shadowing placement for your child, we have contacts with some local primary schools who may be able to assist us in placing some pupils, but these places will be limited. Pupils who we cannot place and who are not able to find a suitable work shadowing placement, will be required to attend school throughout the duration of the five day programme.

### **What do I need to do now?**

Please have a chat with your employer about work shadowing and seek approval to take your child to work with you. Encourage your child to see the educational benefits that this experience will give both now and in preparing them for life beyond the classroom.

Complete the google doc form <https://forms.gle/rL1Ewoef2uxYXJR6> with all the relevant details and return the paper consent form attached below to proceed.

**Swakeleys School For Girls**  
**Year 10 Work Shadowing Programme**  
**PARENTAL CONSENT FORM**

Please complete and return this form to Mrs Laguillo by **Wednesday 31<sup>st</sup> January 2024**

Pupil's Name \_\_\_\_\_ Form \_\_\_\_\_

Option 1

My child will be taking part in the Year 10 Work Shadowing Programme.

The details of the nominated person and the address are stated below: *Insert name and address of work place*

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Please tick as appropriate	Yes	No
I give my consent for my child, named above, to take part in the programme		
I will take full responsibility for my child's welfare during the programme		
I understand that no payment in respect of work done may be made		
I know of no medical reason why my daughter should not take part in work shadowing		
If there are any medical considerations/special needs that may affect the type of placement which would be suitable, please indicate below:		

Option 2

My child will not be taking part in the Year 10 Work Shadowing Programme as I have been unable to find a suitable work shadowing placement.

Option 3

My child will not be taking part in the Year 10 Work Shadowing Programme as I would prefer her to remain in school during these dates.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

