



YEAR 10 WORK SHADOWING DAY  
Friday 26<sup>th</sup> November 2021

### **FACTSHEET FOR PARENTS/GUARDIANS**

We hope that the following will give you an insight into Work Shadowing and answer any questions you may have.

#### **When is Work Shadowing Day?**

Work Shadowing for Year 10 students is taking place on Friday 26<sup>th</sup> November 2021.

#### **What is Work Shadowing?**

It is an opportunity for students to go to work with a parent/guardian, relation or family friend for the day and get a real-life insight into the world of work. The job students work shadow can be anything from window cleaning to accountancy, broadcasting on a radio station to flying to a law meeting at the other end of the country, training with a fire crew to a day with a vet. Your child needs to experience a real business schedule and get to grips with some genuine tasks – icing cakes, filing, weeding, sending emails, planning a meeting ... whatever is in a normal day's work!

#### **Why work shadow?**

Students will be able to get 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 relationships formed in a business environment, the variety of skills that a job requires and how technology is applied. After a day of work shadowing, students frequently comment that they would rather go to school than go to work!

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

The project is flexible, so you can nominate a family member or friend who is able to take your child to work with them. If your child has a real desire to experience a specific profession and has access to someone who works in that field, this flexibility can provide them with an opportunity to twist a few arms and do some sweet-talking to get what they want!

#### **Is it safe for me to take my child to work?**

Every employer involved in the work shadowing project will be required to complete an Employer Insurance Checklist and sign a declaration. Children will be classed as visitors on their work shadowing day, so if your place of work accepts visitors their current insurance policy should provide the relevant cover. Personal insurance for children can, of course, be obtained privately if you wish.



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

Have a chat with your employer about work shadowing and seek approval to take your child to work with you for the day. Encourage your child to see the educational benefits that this experience will give both now and in preparing them for life beyond the classroom. You have been given two forms: one to confirm the participation of you and your child in this year's project and the other for your employer to complete, confirming their involvement and giving employer insurance details. The deadline for returning all completed forms to school is Tuesday 16<sup>th</sup> November 2021.

### **How can I prepare for the day and what tasks can the students do?**

The key to work shadowing success is in the preparation. The idea is for the students to work shadow their parent/guardian 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/guardians to plan the contents of the day and identify which elements of their job will be useful for their child to experience. This might be writing a simple letter or email, planting some vegetables, sending a fax or even icing a cake – the day can be flexible to fit in with the nature of your business.

Please make sure you give your child a taster of as many aspects of your job as possible by dividing the day into small, manageable chunks. There is plenty of time to prepare a programme for the day and discuss the tasks that you will be working on with your child in advance. It might be useful to have a colleague on standby in case something unexpected disrupts the day. Remind your child that a working day is longer than a school day – which may come as a bit of a shock to many of them! Above all, the day should be interesting, hands-on and fun! Handy Hints and tips for the day:

- Try to stick to the programme – that way everyone knows where they are.
- Take your child on a tour of your place of work and introduce them to some of your colleagues – children are usually very curious about where their parents/guardians disappear to each day!
- Encourage your child to ask questions, make notes and collect leaflets and handy items to use when completing their diary, 'story board' and evaluation of the day.
- Ensure that you set aside some time for your child to complete their work shadowing diary
- Above all, try and make the day interesting, hands-on and fun!

### **What happens after the Work Shadowing Day?**

Students will be asked to fill in a diary relating to their work shadowing day. Additionally, each student will be presented with a certificate to acknowledge their participation and act as a reminder of their work shadowing day. If you have any queries or concerns that are not answered in the above information, please contact me, Mrs Subra (subra@rooksheath.harrow.sch.uk), or Mr Parkinson (pparkinson@rooksheath.harrow.sch.uk), Head of Year 10.



YEAR 10 WORK SHADOWING DAY  
 Friday 26<sup>th</sup> November 2021

**PARENTAL CONSENT FORM**

Please complete and return this form to your child's Form Tutor by **Tuesday 16<sup>th</sup> November 2021**.

Student's name: ..... Form: .....  
 will / will not\* be taking part in Year 10 Work Shadowing Day and will be work shadowing mother /  
 father / nominated guardian\*:  
 .....(Name)

At: .....

**\*Please delete as applicable**

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

Signed: ..... (Parent/Guardian)

Date: .....



YEAR 10 WORK SHADOWING DAY - Friday 26<sup>th</sup> November 2021

**PLACEMENT AGREEMENT FORM**

Please complete and return this form to your child's Form Tutor by Tuesday 16<sup>th</sup> November 2021.

School Name	<b>Rooks Heath School</b>	Date of work shadowing	<b>26<sup>th</sup> November 2021</b>
-------------	---------------------------	------------------------	--------------------------------------

<b>TO BE COMPLETED BY PARENT</b>			
Name of Student		Tutor Group	
Name and Address of Work Shadowing Placement			
Name of Supervisor		Position	
Contact Number		Email Address	

<b>TO BE COMPLETED BY THE EMPLOYER</b>			
Position being shadowed			
Please detail the nature and type of work			
<b>Employers' Insurance Checklist</b> Please indicate that you hold the relevant up-to-date insurance cover by completing the section below. We must stress that only those employers with Public and Employers' Liability Insurance will be used for this work shadowing programme			
<b>EMPLOYER'S LIABILITY INSURANCE</b>			
Company			
Policy number		Expiry date	
<b>PUBLIC LIABILITY INSURANCE</b>			
Company			
Policy number		Expiry date	
Signed		Print name	
Position		Date	



ROOKS HEATH SCHOOL

*Strive to be your best*