



10 November 2021

Dear Parents/Carers

Re: Year 10 Work Shadowing Day

I am pleased to inform you that we would be holding a work shadowing day for our Year 10 students on **Friday 26th November 2021**. Work shadowing is an opportunity for students to go to work with a parent, guardian or family friend for the day and get a real-life insight into the world of work. This day is an integral part of our whole school careers and work-related learning provision supporting students to obtain a wider awareness of the world of work as part of their general education, decision making and career planning.

The job your child could experience can be anything from window cleaning to accountancy, broadcasting to police work, catering to working with animals. It does not matter. The object of the day is for students to get to grips with a real business schedule and observe a range of real business tasks.

We ask that you please discuss with your child who they might be able to shadow and decide with them as to which opportunity would be most beneficial for them. We then ask that you approach the employer to obtain permission from them for your son/daughter to join them at work on this day.

Enclosed in this pack, please find:

- a **PARENTAL CONSENT FORM** confirming that your child will be participating in Work Shadowing Day
- a **PLACEMENT AGREEMENT FORM** providing information of your child's placement, consent of the employer for them to attend and details of the employer's liability insurance
- a **WORK SHADOWING DAY FACTSHEET** which will hopefully answer any questions you have.

Please ensure that both the Parental Consent and Placement Agreement forms are completed and returned to your child's Form Tutor by Tuesday 16th November 2021 at the very latest. Each student will be provided with a task sheet for them to complete on the placement.

Students who are unable to secure a placement will be expected to complete remote learning work set for the day.

Year 10 students will have an assembly this week on work experience day to highlight the importance of such experiences. I look forward to working with you on this event, which I'm sure you will agree, will be a rewarding and valuable experience for our students. In the meantime, should you have any queries, please do not hesitate to contact me at subra@rooksheath.harrow.sch.uk.

Yours sincerely,

Mrs S Subra
Assistant Headteacher – STEM with Careers