



5th June 2023

Dear Parent/Carer

Year 9 Work Shadowing Day

I am pleased to inform you that we will be holding a work shadowing day for our Year 9 students on **Thursday 13th July 2023**. Work shadowing is an opportunity for students to go to work with a parent, carer 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 provisions 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.

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

Enclosed in this pack, please find:

- **WORK SHADOWING DAY FACTSHEET** which will hopefully answer any questions you have.
- **PARENTAL CONSENT FORM** confirming that your child will be participating in the Work Shadowing Day
- **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

Please ensure that both the Parental Consent and Placement Agreement forms are completed and returned to your child's Form Tutor **by Friday 30th June 2023** 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 on work-related learning.





Year 9 students will also have an assembly regarding the work shadowing 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





FACTSHEET FOR PARENTS/CARERS

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 9 students is taking place on **Thursday 13th July 2023**.

What is Work Shadowing?

It is an opportunity for students to go to work with a parent/carer, 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?

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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 **Friday 30th June 2023**.

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/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 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/carers 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 Williams (dwilliams@rooksheath.harrow.sch.uk), Head of Year 9.





PARENTAL CONSENT FORM

Please complete and return this form to your child’s Form Tutor by **Friday 30th June 2023**.

Student’s name: Form:

will / will not* be taking part in Year 9 Work Shadowing Day and will be work shadowing mother / father / nominated carer*:

(Name) _____

At: _____

***Please delete as applicable**

Please tick as appropriate	Yes	No
I give my consent for my child 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 child 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:		

Signed: (Parent/Carer)

Date:





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PLACEMENT AGREEMENT FORM

Please complete and return this form to your child’s Form Tutor by **Friday 30th June 2023**.

School Name	Rooks Heath School	Date of Work Shadowing	13th July 2023
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TO BE COMPLETED BY PARENT/CARER			
Name of Student		Tutor Group	
Name and Address of Work Shadowing Placement			
Name of Supervisor		Position	
Contact Number		Email Address	

TO BE COMPLETED BY THE EMPLOYER			
Position being shadowed			
Please detail the nature and type of work			
Employers’ Insurance Checklist			
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.			
EMPLOYER’S LIABILITY INSURANCE			
Company			
Policy number		Expiry date	
PUBLIC LIABILITY INSURANCE			
Company			
Policy number		Expiry date	
Signed		Print name	
Position		Date	

