

31st October 2017

Dear Parent/Carer

Re: Work Shadowing Day – Wednesday 22nd November 2017

On Work Shadowing Day, Year 8 students are given the opportunity to observe a family member in the world of work. This insight into work supports current Government initiatives encouraging links between education and business/work places. It also helps to develop the students' employability skills and complements our Life Skills Programme, as well as raising awareness for students of the world of work.

The focus of the experience will be to give your son/daughter the opportunity to observe for themselves the world of work. This will broaden their understanding of the role of a real worker within an organisation. This will include observing how people interact with each other in the workplace and how organisations foster good practice in achieving their goals.

It is envisaged that students will accompany a parent or adult from their own family to work but if this is not possible it is acceptable for them to accompany another adult of your approval.

Students will be asked to make observations about particular aspects of workplace practice, which will be referred to on their return to school in tutorial lessons. This is a work shadowing exercise and your son/daughter is only with you or another adult to observe what you/they do. They should not participate in any work. If you are involved in any activity which may be considered dangerous, it is essential that you take all adequate precautions to provide a safe environment for your son/daughter.

Normal lessons will be cancelled on Work Shadowing Day as in previous years very few parents/carers have been unable to secure placements or make suitable arrangements.

Please sign the reply slip below and return it to your **son/daughter's tutor**. **The deadline for the return of this reply is Tuesday 7th November 2017.**

Yours faithfully

Mr Emecz
Head of Year 8

.....
Reply Slip – To Tutor by Tuesday 7th November 2017 – Re: Work Shadowing Day – 22nd November

Student's Name: Tutor Group:

I agree to my son/daughter participating in the Work Shadowing programme and I accept that I am responsible for ensuring their Health & Safety whilst they are in my care at work or with an approved adult. The employer is aware of and has agreed to this arrangement*.

I can arrange a work shadowing experience in my own workplace

I can arrange a work shadowing experience with another adult of my approval

Signed:
Parent/Carer

Date:

*Signed.....
Representative of the Employer

Date.....

REC17/18Year08