

Dear Parent/Carer,

Year 9 Work Shadowing Placement Day – Friday 28th November 2025

I hope you are well and had an enjoyable summer.

Further to my [earlier letter](#) giving advance notice of the Year 9 Work Shadowing Placement Day, I am writing to remind you of the arrangements and next steps.

This important initiative offers students the opportunity to spend a day in a real-world workplace, gaining first-hand insight into different professional environments while developing transferable skills such as communication, teamwork and confidence.

By now, students should be working with their families to identify and confirm a suitable placement. As mentioned previously, this does not need to be linked to a fixed career choice but should provide meaningful exposure to a professional setting.

Please see below regarding steps to be completed by Friday 3rd October 2025:

1. Completion of the Work Shadowing consent form [here](#).
2. Completion of a Work Shadowing Record Booklet by the student (by hand). A printed copy will be given to the students in a preparation session on 23rd October 2025 but is also attached [here](#).

Please note that the Work Shadowing Day takes place on an **INSET day (Friday 28th November 2025)**, so students will not attend lessons at school but instead take part in their chosen placement.

We appreciate your support in helping your son to secure and make the most of this valuable experience. Should you have any questions or need further guidance, please do not hesitate to get in touch.

Yours sincerely,

Mrs Sweta Thakrar

Director of Careers (swt@rgshw.com)