

15/11/2023

Dear Parents and Guardians,

Year 9 Work Shadowing Day - 24th November 2023 - Final communication

Thank you to all the parents who have signed their children up to a Work Shadowing opportunity on Friday 24th November (INSET Day). We are delighted that so many students are now taking part.

This morning, all Y9 students took part in an employer assembly explaining the value of Work Shadowing and how to make the most of their experience on the day. They were also informed of all the steps they need to take to make sure their Work Shadowing Day is logged and tracked.

For the programme to run successfully please support them in the following:

1. Advance organisation and completion of the Work Shadowing **consent** form [here](#).
2. Completion of a **Work Shadowing Booklet** (hard copies were given to each student this morning) but a soft copy is attached [here](#).
3. Requesting the Employer to provide a brief Feedback Letter to be emailed directly to careers@rgshw.com. If a hard copy is provided directly to the student, they should save them safely and upload them onto their [Unifrog](#) Locker, using [these](#) instructions.
4. Returning the completed hard copy Work Shadowing Booklet to the Careers Hub (faces onto the Lower Quad) by no later than **Wednesday 29th November**.
5. Adding the Work Shadowing placement details on [Unifrog](#) by following the instructions [here](#) by no later than **Wednesday 29th November**.
6. **Thanking** the hosting organisation by sending them an email. This is always best practice and keeps the door open for future opportunities.

If your child has not yet secured a placement, please see below a reminder of some ideas.

- 1) Contacting their **primary school** and asking whether they will take the student back for the day. The student can help with whatever is needed (e.g.: reading with the younger students; helping with displays; doing PE with children, etc.)
- 2) **Asking friends** who have secured a placement whether their place of work will take another student.
- 3) Asking the **family** network (aunts, uncles, trusted relatives) if anyone is willing to have them at their workplace for the day.
- 4) If parents are **working from home**, students can still shadow them by attending an online meeting, creating a slide-deck, learning how professional emails to colleagues are written, etc.
- 5) Check the **online work placements** [here](#)

For online opportunities, the students may not necessarily be able to complete the Work Shadowing booklet and that is not an issue.

If your child is interested in Medicine and you are able to arrange travel to central London for the day, please let me know as we have a few places at Chelsea and Westminster (first come, first served). Parents would need to be able to drop and pick up students (this is not a school trip).

If you have any further questions, please contact me.

Kind regards,

Yours sincerely
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