

22 May 2025

Dear Parent/Carer

As your child approaches an important stage in their school journey, I wanted to provide advance notice of an exciting opportunity taking place on **Friday 28th November 2025** (an INSET day) for all Year 9 students: our **Work Shadowing Placement Day**. Understanding that many parents appreciate early notice to help with planning, I hope this information allows you to make arrangements well in advance.

This initiative gives students the chance to step into a real-world working environment for the day, observing and engaging with professionals in a role or industry that interests them. The aim is not only to support their thinking around GCSE choices but to help them start developing key transferable skills such as communication, teamwork, time management and self-confidence.

Having already taken part in careers experiences such as the Year 7 Young Enterprise Day and undertaken Runner duties in Year 8, students have started to build an understanding of responsibility, teamwork and initiative within the school community. Now it is time to take that work-based learning to the next level and experience a professional environment beyond the school gates. This external placement is a key part of helping them connect their skills to the wider world and reflect more deeply on the kind of environments they may thrive in.

We encourage students and families to keep an open mind when considering placement options. This is not about choosing a fixed career but rather about gaining exposure to different settings and building skills that are relevant across many future pathways. Suitable placements could include offices, retail, healthcare, hospitality, creative industries, charities or local primary schools.

With your support students should begin identifying and securing a placement. We will provide them with guidance in school on how to prepare what to look out for on the day and how to reflect on their experience afterwards.

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 in October but is also attached [here](#).

Many thanks for supporting your son in developing his employability skills through this work shadowing initiative. We are confident this will help build maturity, insight and independence in our students. If you have any questions please do not hesitate to get in touch.

Yours sincerely,

Mrs Sweta Thakrar

Director of Careers (swt@rgshw.com)