

07/07/2023

Dear Parents and Guardians,

Year 9 Work Shadowing Programme – Friday 24th November 2023

Further to the Work Shadowing Programme letter, dated Monday 26th June 2023, I am following up in case you would like to start completing the necessary forms to get organised for the next academic year.

We kindly ask that you discuss Work Shadowing with your son and agree what they might do on the day. Students can undertake tasks that would be given to a junior employee and can “shadow” other workers. As the placement is only for a day, the student can be classed as a ‘visitor’ to the workplace to observe and take part in working practices that they would not normally come into contact with on a regular school day.

If it is not possible for your son to spend the day at work with you, he could shadow a relative or close friend observing their working practice. Another option would be to approach your son’s former primary school, as primary schools are usually open to taking ex-pupils back for a day.

If, due to the backlog of Covid-19, you have any trouble sourcing an in-person Work Shadowing placement, an alternative would be a virtual placement where your son could shadow a professional who is doing activities such as: putting a presentation slide-deck together; writing professional emails; taking part in zoom meetings; manipulating data spreadsheets.

Please be advised that it is an INSET day and during this day, the Duty of Care of the student rests with the parent/guardian.

For the day to run successfully there are a couple of basic requirements:

1. Advance organisation and completion of the Work Shadowing consent form [here](#). Please could this be completed as soon as possible and by **Wednesday 11th October 2023**, at the latest.
2. Completion of a Work Shadowing Record Booklet. A printed copy will be given to the students in a preparation assembly on **16th November 2023** Work Shadowing Day, but also attached here.

Many thanks for supporting your son in developing his employability skills through this work shadowing initiative and for completing the above consent form in due course. If you have any further questions, please contact me – swt@rgshw.com.

Kind regards,

Yours sincerely
Sweta Thakrar
Careers Lead