

01/09/2023

Dear Parents and Guardians,

Year 9 Work Shadowing Programme – Friday 24th November 2023

I hope you are well and that you had a restful summer. Welcome to the new academic year!

Further to the [Work Shadowing Programme letter](#), dated 7th July 2023, time is fast-approaching when Y9 students take part in their Work Shadowing Day, an opportunity that will provide valuable insights into potential career paths. This initiative is an integral part of the GCSE choices your child will be making in January. The Work Shadowing Placement Day aims to offer our Year 9 students an immersive experience in a professional environment. It provides them with the unique opportunity to gain first-hand knowledge of various careers, helping them make informed decisions regarding their future GCSE subjects and potential career paths.

We kindly remind you to 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.

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 flexible work patterns, 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.

Thank you to those who have already completed the necessary information. If you haven’t done so, **please see below**:

1. 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 the **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.

If you have any further questions, please contact me – swt@rgshw.com.

Kind regards,

Mrs Sweta Thakrar
Careers Lead

Mrs Morley-Smith
Careers Administrator