

13th July 2021

Dear Parent,

Year 7, 8 and 9 – Work Shadowing

Following on from our letter in May – this is a reminder email for anyone who would like to partake in **optional** work shadowing over the summer holiday.

An important part of learning about different careers is through work experience or work shadowing. At this age, the aim would be an introduction to the world of work and to get students thinking about their future and how what they learn at school links to the ‘real world’.

In this world of remote working and the merging of work and home lives, one opportunity for your son to gain experience of a workplace might be for him to shadow you while you are working from home; this could be for a whole day, half day or even a couple of hours. If it is not possible for your son to shadow you, he may want to shadow another family member – **as long as permission for this is given by the parent. As this is out of school hours please note that the student would be under parental responsibility.** This work shadowing should take place during the Summer holidays, and be completed before August 31st 2021.

We recommend the students carry out some research prior to their work shadowing. Examples of the kind of information they could find out about the workplace in advance are:

- What does the organisation/company do – they could research this online.
- Does the organisation trade/locally or internationally?
- What sector is the organisation in?
- How many people work in the organisation?
- What is your role in the organisation?
- What was your pathway to the role?
- What do you like/dislike most about your job?
- How is Maths/English/Science used in the role?
- What key skills do you need to do the role?

Ideally, your son would be set a specific task, carrying out some research or attending a virtual meeting. The set task does not have to be a ‘real’ case but can be anything which allows your son to get a taste of what working at the organisation might involve. It would be beneficial if they could get feedback on any task they complete. Some examples of tasks (obviously these will vary depending on the nature of the workplace) are:

- Listening to a customer complaint and writing a formal letter to them to apologise.

- Creating a presentation on how your organisation can improve their social media presence.
- Researching your key competitors and summarising how they compare.
- Creating a presentation on how your organisation can advertise its job roles to young people
- Watching a recorded/live meeting and creating meeting notes on key points.
- Speaking to other meeting participants and asking them what their job involves and what skills are needed for it.

After the event, please could your son complete the following short feedback form found at this link https://forms.office.com/Pages/ResponsePage.aspx?id=Pu6mcJUbieIFB1_MiPbJhopG4IHgTPNNkcBgIjtKr7BURjQ1R1NHQzhHNTZEUFg0MIVEWkIMSzZWSy4u.

There is also an **optional** booklet attached to this letter which some of the students may wish to complete.

If you have any questions please email Mrs Azad (sva@rgshw.com).

Yours sincerely,

Mrs Azad (Careers and Higher Education Lead)
Mrs Booth (Careers Administrator)