



September 2022

Dear Parent/Carer

**Re: Year 8 Work Shadowing**

The school is once again delighted to announce that as part of our Careers programme a day of Work Shadowing is being organised for students currently in Year 8.

We hope that on **Wednesday 25<sup>th</sup> January 2023** all Year 8 students will be able to spend a day with a person known to them in full time employment at his or her place of work.

Students should have the opportunity to discover what happens in the work place without being expected to do any of the work themselves.

We would like to ask you for your assistance and co-operation in providing a placement for your child at your place of work. Enclosed is a letter which outlines to employers how and why this activity forms an essential part of the school's work-related learning commitment.

If for any reason you are unable to offer a place we would appreciate it if you could make enquiries among other family members, close friends or any existing personal contacts you may have within local businesses. All placements need to be suggested by students and their parents. Unfortunately, we will not be able to provide or seek placements for those students who cannot provide their own but we will of course do our best. Should your son or daughter be unable to find a placement, they will be required to attend school as normal.

Insurance for the day will be arranged through the school. We are aware of the need to comply fully with the Health and Safety at Work regulations and stipulate that no students should be placed in a situation where there is danger. Students will be required to wear full school uniform throughout the day, unless otherwise requested by the employer.

We do hope that you will be able to support this initiative either directly or by approaching your employer, we believe that the day is a valuable educational experience for our Year 8 students.

Please complete and return the form below to Mrs Skirving:  
[a.skirving@marlborough.herts.sch.uk](mailto:a.skirving@marlborough.herts.sch.uk) by Friday 16<sup>th</sup> December 2022.

Yours faithfully

Mrs Rutherford  
PSHCEE / Careers Coordinator



## WORK SHADOWING PLACEMENT FOR WEDNESDAY 25<sup>TH</sup> JANUARY 2023

Reply to: Mrs Skirving (email/scan: [a.skirving@marlborough.herts.sch.uk](mailto:a.skirving@marlborough.herts.sch.uk) or paper copy) as soon as possible but no later than **FRIDAY 16<sup>TH</sup> DECEMBER 2022**. (BLOCK CAPITALS PLEASE)

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Business Name: \_\_\_\_\_

Name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Ext. \_\_\_\_\_

Position to be Work Shadowed: \_\_\_\_\_

Please indicate type and nature of work: \_\_\_\_\_

### Arrangements for the day

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Lunchtime facilities: \_\_\_\_\_

Special requirements e.g. travel, early start: \_\_\_\_\_

(Please tick as appropriate)

I have arranged the above placement for my son/daughter.

I have been unable to arrange a placement for my son/daughter and understand that

..... must therefore attend school as normal.

Signed: ..... (Parent/Carer)

