



March 2023

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 **Thursday 25th June 2024** 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 workplace 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. We are using Unifrog (www.unifrog.org) to manage the administration of the work shadowing programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

When you have secured a work placement for your child, please complete Step 1 and 2 using your child's Unifrog account by **Monday 3rd June 2024**.

Step 1. Your child will already have a Unifrog account as they will have created this during their PSICHE lesson. Your child will be required to log into their Unifrog account prior to completing Step 2.

Step 2. Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).

Step 3. The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.



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 where an alternative career provision in a classroom-based setting will be arranged.

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.

If you have any queries, please do not hesitate to contact us via the email:
careers@marlborough.herts.sch.uk

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.

Yours Sincerely,



Mrs N Golds

Personal Development and Careers Lead

