



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson  
MSc (Educational Leadership), BA (Economics)

Silverdale Road, Earley,  
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22 October 2019

Dear Parent/Guardian

### **Year 10 Work Shadowing Day - Friday 26 June 2020**

As part of the Maiden Erlegh Careers Strategy I am writing to inform you about an exciting opportunity for students in Year 10.

All students in Key Stage 4 are given opportunities to make them aware of the world of work, realise transferable employability skills, enforce the importance of becoming work-ready and discover the different destination routes available to them. To ensure that students are given an opportunity to gain first-hand experience of a workplace we would like to launch an initiative whereby all Year 10 students spend a day visiting a workplace on Friday 26 June 2020.

The idea behind the work shadowing day is that students will go to work with a parent, guardian or other trusted adult for the day (e.g. family member or family friend). Although it is beneficial that students can experience an area of work that interests them and are considering as a future career path, at this stage any experience in a workplace will provide students with a valuable learning opportunity. We would like students to be given an opportunity to develop their transferable employability skills and learn the importance of becoming work ready. This will also allow students to boost their confidence in practical and social skills and to see first-hand the value of the skills they are learning in the classroom.

It is important to note that this is a work shadowing experience and that students will be classed as a 'visitor' to the workplace. Students should not undertake work on this day but use the opportunity to observe, listen, ask questions and experience a working environment.

When arranging the visit with the employer, please ensure that they are fully aware of the nature of the initiative. There is a letter and form attached that must be given to the employer as part of this process. It is vital that the employer completes their section of the attached form, indicating that they have given permission for the visit, and that Public Liability Insurance and appropriate risk assessments are in place for visitors. As the student is a visitor to the site and not undertaking any work it is envisaged that employers will be more flexible in making arrangements than with traditional work experiences.

Please be aware that any student unable to arrange a placement will be expected to attend school as normal on Friday 26 June 2020. If they are in school, they will be registered as normal but there will be no timetabled lessons and students will be expected to complete work independently in a supervised room.

If you have exhausted all options, and are unable to secure a work shadowing placement, please let me know as the school should be able to help and provide you with names and telephone numbers of employers that can be contacted to arrange a placement.

Please complete all sections of the form attached and return to Mrs M Sandhu via school reception as soon as possible, but no later than Friday 3 April 2020. If we have not received a form by this deadline, we will be expecting your child to attend school as normal on Friday 26 June. Further details will be confirmed closer to the date.

Please can you ensure that your child is aware of the student expectations of behaviour mentioned below. When they sign the form they are acknowledging these and must follow them during the placement. Whilst on placement, students must recognise they are acting as representatives of Maiden Erlegh School, and as such appropriate behaviour is expected at all times.

Students must:

- Follow the Health and Safety Requirements of the employer
- Follow all instructions given to them by the employer
- Not undertake any work tasks
- Not be left unsupervised whilst on the employer's premises

If you have any questions about the suitability of the workplace or any other queries regarding the work shadowing day, please do not hesitate to contact me at school via the school office [office@maidenerleghschool.co.uk](mailto:office@maidenerleghschool.co.uk).

Yours sincerely



Mr R Buck  
Assistant Headteacher  
Trust Lead for Careers and Destinations



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## Maiden Erlegh School: Work Shadowing Day

**Date: Friday 26 June 2020**

Dear Sir/Madam

Thank you for agreeing to allow a student from Maiden Erlegh School to visit your company on **Friday 26 June 2020** for a work shadow experience.

We would like to thank you in advance for the commitment you have made. The idea behind this day is to provide students with an opportunity to develop their transferable employability skills and learn the importance of becoming work ready. It will allow students to boost their confidence in practical and social skills and to see first-hand the value of the skills they are learning in the classroom.

The purpose of this letter is to confirm that during this placement, students should be signed in to your workplace as a visitor. They should not undertake work, but use the opportunity to observe, listen, ask questions and experience a working environment.

For their own safety, and that of others within your organisation, students must not be left without appropriate adult supervision. Please can you ensure that students are made aware of your Health and Safety Requirements when they arrive at your company.

Please complete and return the Employer Information form as soon as possible.

If you have any further questions, please feel free to contact me at school via the school office [office@maidenerleghschool.co.uk](mailto:office@maidenerleghschool.co.uk).

Yours sincerely

Mr R Buck  
Assistant Headteacher  
Trust Lead for Careers and Destinations

## Maiden Erlegh School Work Shadowing Form

Please complete both sections of the form below (Employer Information and Parent Section) and return to Mrs M Sandhu via school reception as soon as possible, but no later than **Friday 3 April 2020**.

<b>Student name</b>		<b>Tutor Group</b>	
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### EMPLOYER INFORMATION

To be completed by the employer offering the work shadow opportunity:

<b>Name of employer</b>			
<b>Employer's sector</b>			
<b>Name of person to be shadowed*</b>			
<b>Telephone number</b>			
<b>Email address</b>			
<b>Role to be shadowed</b>			
<b>Hours of work</b>			
<b>Dress code</b>			
<b>Any specific information a student should know</b>			
<b>Employer's Public Liability Insurance information</b>	<b>Insurance Company:</b> <b>Policy number:</b> <b>Expiry date:</b>		
<b>Is the person to be shadowed related to the student?</b>	<b>YES NO</b> <b>Relationship:</b>		
<b>Employer agreement:</b> <ul style="list-style-type: none"><li>• I understand I have a duty of care for the student's health &amp; safety as a visitor whilst on a work shadowing placement.</li><li>• I confirm that I have been given an employer letter outlining the purpose of work shadowing.</li><li>• I have Public Liability Insurance in place to cover the student as a visitor whilst on site.</li><li>• I will provide a safe and healthy working environment which covers welfare facilities, emergency arrangements, risk assessment, and first aid.</li><li>• I will observe all current relevant legislation for Equal Opportunities, Child Protection and General Data Protection Regulations.</li><li>• I will maintain the confidentiality of health information (where the parent has disclosed any necessary health information in relation to the student) and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.</li><li>• I will notify the school of any incidents immediately by calling 0118 926 2467 and asking to speak to Mr Buck or Mrs Sandhu.</li></ul>			
<b>Employer signature</b>		<b>Date</b>	

Any information supplied will be held in line with the school's GDPR privacy statement.

## PARENT SECTION

To be completed by parent/guardian.

Please complete all sections of the form below and return to Mrs M Sandhu via school reception as soon as possible, but no later than **Friday 3 April 2020**.

<b>Name(s) of parent/guardian</b>			
<b>Telephone number(s) in case of emergency</b>			
<b>Email address(es)</b>			
<b>Please indicate below any medical conditions and/or special needs your child has which may be relevant to the work shadowing employer. Please indicate N/A if you have nothing to add.</b>			
<b>Parent Agreement:</b> <ul style="list-style-type: none"><li>• I give my consent for my son/daughter (named above) to take part in the School's Work Shadowing Programme with the named person* above.</li><li>• I have provided up to date health information and in case of emergency details and understand that it is my responsibility to share this information with the employer.</li><li>• I understand the behaviour expectations and I will ensure that my son/daughter will behave responsibly at all times.</li><li>• I understand that parents/guardians have responsibility for safety whilst the student is travelling to and from the placement.</li><li>• I understand that the work shadow employer has responsibility to ensure that, so far as is reasonably practicable, all necessary health and safety measures will be taken during the placement.</li><li>• I understand that the work shadow employer will have to satisfy the school's standard relating to insurance cover and health and safety at work.</li><li>• I understand that no payment in respect of work done may be made.</li><li>• I will encourage my child to complete their worksheet below.</li><li>• I will inform the school should my child be absent on the work shadowing day.</li></ul>			
<b>Parent/Guardian signature</b>		<b>Date</b>	

## Maiden Erlegh School Work Shadowing Worksheet

To be completed by student whilst carrying out the work shadowing day:

Date of work shadow day: **Friday 26 June 2020**

<b>Student Name:</b>		<b>Tutor Group:</b>	
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<b>Employer name</b>			
<b>Employer address</b>			
<b>Employer contact</b>		<b>Telephone Number</b>	
<b>Workday hours</b>			
<b>Dress code</b>			

<b>When you are at the workplace, ask the person you are shadowing the following questions</b>
What does this organisation do?
How many people work here?
What are your main responsibilities?
What does a normal day look like?
What type of training, education or experience does this job require?
What skills would I need for this job?
What do you like most about your job?

What do you like least about your job?

How is technology used in this job or field?

How do you think this job will change in the next 5-10 years?

**When you are at the workplace, make notes about:**

Tasks I completed:

Differences between school and work:

Three skills I used today:

- 1.
- 2.
- 3.

**The space below is for the person you were shadowing to add any comments:**

Name