



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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Dear Parent/Guardian

### **Year 10 Work Shadowing Day - Friday 24 June 2022**

All students in Key Stage 4 are given opportunities to make them aware of the world of work, transferable employability skills, the importance of becoming work-ready and the different destination routes available to them. As part of the Maiden Erlegh Careers Strategy, I am writing to inform you about an exciting opportunity for students in Year 10.

To ensure that students are given an opportunity to gain first-hand experience of a workplace we would like to launch a work shadow day whereby all Year 10 students spend a day visiting a workplace on **Friday 24 June 2022**.

The idea behind the day is that students will go to work with their parent, carer or another 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 possibly considering as a future career path, at this stage any experience will provide students with a valuable learning opportunity. This opportunity 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. This will enable students to observe working practices that they would not normally come into contact with. 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 visit; 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 experience opportunities. There is a letter (below) that must also 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 and safeguarding procedures are in place for visitors.

I also wanted to share with you that we have a working relationship with the Education Business Partnership who have offered to organise the Work Shadow Day, on your behalf, at a cost of £38.50. EBP would source the placement, carry out the relevant Health and Safety checks and provide the school with the necessary Public Liability Insurance. For those who would like to use this service, please could you kindly complete the application form attached and return to **Mrs M Sandhu via school reception** no later than **Friday 5 November 2021** as this is the deadline set by EBP. This will help them to source quality, meaningful visits based on an individual's interests. Guidance notes have also been attached for your information. Once your application form has been received for this service, a further email will be sent with payment details.

If your son / daughter qualifies for Pupil Premium funding, and you would like to use it to fund the Work Shadow Day with EBP, please could you complete the application form and return to **Mrs M Sandhu via school reception** no later than **Friday 5 November 2021**, clearly indicating that you would like to use your child's Pupil Premium allocation.

Please be aware that any student unable to arrange a placement or who chooses not to engage with this opportunity will be expected to attend school as normal on this date. If students are in school, they will follow a timetable of core lessons. If you have exhausted all options, please let us know as the school should be able to help with some employer contacts if we can.

**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 6 May 2022.**

Please can you ensure that your son/daughter is aware of the student expectations of behaviour mentioned below. When they sign the form they are acknowledging these expectations and must follow them during their visit. 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 [mesoffice@maidenerleghtrust.org](mailto:mesoffice@maidenerleghtrust.org).

Yours sincerely



Mr R Buck  
Assistant Headteacher  
Trust Lead for Careers and Destinations

**Employer Letter - Please pass this letter to the employer**

**Maiden Erlegh School: Work Shadowing Day**

**Date: Friday 24 June 2022**

Thank you for agreeing to allow a student from Maiden Erlegh School to visit your company on **Friday 24 June 2022** 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.

This purpose of this letter is to confirm that during this visit, students should be signed into 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 the company.

If you have any further questions, please do not hesitate to contact me at school via the school office [mesoffice@maidenerleghtrust.org](mailto:mesoffice@maidenerleghtrust.org).

Yours faithfully



Mr R Buck

Assistant Headteacher  
Trust Lead for Careers and Destinations

## Maiden Erlegh School Work Shadowing Form

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 6 May 2022.

The purpose of the Work Shadow Day is to provide students in Year 10 with an opportunity to develop their transferable employability skills and learn the importance of becoming work ready.

<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 work shadow 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</b>			
<b>Dress</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 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 work shadowing</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 work shadowing</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, Safeguarding 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</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 the parent/carer:

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 6 May 2022**.

<b>Name of parent/carer</b>			
<b>Student name and tutor group</b>			
<b>Telephone number in case of emergency</b>			
<b>Email address</b>			
<b>Please indicate below any medical conditions and/or special needs your child has which may be relevant to the work shadowing employer. Use N/A if there is 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 Visit with the named person mentioned in the employer information section</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 organisation</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/carer signature</b>		<b>Date</b>	

## Maiden Erlegh School Work Shadowing Worksheet

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

Date of work shadow day: **Friday 24 June 2022**

<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 relevant comments:**

Name

## Pre 16 Work Shadowing Application Form

<b>Name</b>		<b>Tutor Group</b>	
<b>Home Postcode</b>		<b>Month &amp; Year of Birth</b>	/
<b>Secondary School</b>		<b>Primary School</b>	

**Please list any hobbies, interests and any part time jobs**

**Health Problems or Prescription Medication**

Please note it is the responsibility of the student to inform the employer of any of the below:

**Travel**

**Please tick the areas that you are able to travel to and state how you will get there - Please state car, train, bus, bike or walk:**

Arborfield		Mortimer		Swallowfield	
Beech Hill		Newbury		Thatcham	
Burghfield		Pangbourne		Theale	
Calcot		Purley		Three Mile Cross	
Caversham		Shinfield		Tilehurst	
Central Reading		Sindlesham		Twyford	
Goring		Sonning		Winnersh	
Grazeley		Spencer's Wood		Wokingham	
Lower Earley		Streatley		Woodley	

Other Area (please give details):

<u>EBP ADMIN</u>	DETAILS	DATE	INITIALS
PLACEMENT			
EMPLOYERS LETTER & RF			
STUDENT DESCRIPTION			
STAFF VISIT			



Using the boxes below please list your three placement options and why you are interested in them

**Choice 1**

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**Choice 2**

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**Choice 3**

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**Please tell us anything else regarding what you might like to do on placement, which we will take into consideration where possible.**

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**Parent/Guardian**

I agree that my son/daughter may be placed for work shadowing in any of the choices indicated above. Once placed I understand that changes cannot be made. However, under exceptional circumstances it may be possible to change the placement but there will be a £25 charge for this. I consent to my son/daughter's details being passed to prospective placement providers. I accept that it is my responsibility to keep this information up to date.

I acknowledge that due to Covid-19 pandemic there may be changes or restrictions on work experience placements and that my child will follow government guidance if they display symptoms.

**Signed**

**Date**

By signing this you are confirming you have read, understood and agree to how we are going to use and store personal information.

**How information about the student will be used and who we will share the student information with -**

In order to manage the placement, EBP will process the student's personal data that is shared with us. This may include the student's name, school, employer, start and end dates and any special data shared with us (such as medical information). We will also share this data with the employer so that the employer can provide a work placement. EBP takes great care to look after personal data - you can read how we do this at <http://educationbusinesspartnership.co.uk/privacy-policy/>

**How long we will keep information about the student -** We will keep the information until the student is 25 years old, which is a legal requirement.

**If you need any further information -** Please email us at [info@ebpwb.co.uk](mailto:info@ebpwb.co.uk)