



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

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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.

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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Buck', written in a cursive style.

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.

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.

Student name		Tutor Group	
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EMPLOYER INFORMATION - To be completed by the employer offering the work shadow opportunity:

Name of work shadow employer			
Employer's sector			
Name of person to be shadowed*			
Telephone number			
Email address			
Role to be shadowed			
Hours			
Dress			
Any specific information a student should know			
Employer's Public liability Insurance information	Insurance Company: Policy number: Expiry date:		
Is the person to be shadowed related to the student?	YES NO Relationship:		
Employer agreement: <ul style="list-style-type: none">• I understand I have a duty of care for the student's health & safety as a visitor whilst on work shadowing• I confirm that I have been given an employer letter outlining the purpose of Work Shadowing• I have Public Liability Insurance in place to cover the student as a visitor whilst on work shadowing• I will provide a safe and healthy working environment which covers welfare facilities, emergency arrangements, risk assessment, and first aid• I will observe all current relevant legislation for Equal Opportunities, Child Protection, Safeguarding and General Data Protection Regulations• 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• I will notify the school of any incidents immediately			
Employer signature		Date	

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.

Name of parent/carer			
Student name and tutor group			
Telephone number in case of emergency			
Email address			
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.			
Parent Agreement: <ul style="list-style-type: none">• 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• 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• I understand the behaviour expectations and I will ensure that my son/daughter will behave responsibly at all times• I understand that parents/guardians have responsibility for safety whilst the student is travelling to and from the organisation• 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• 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.• I understand that no payment in respect of work done may be made• I will encourage my child to complete their worksheet below• I will inform the school should my child be absent on the work shadowing day			
Parent/carer signature		Date	

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**

Student Name:		Tutor Group:	
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Employer name			
Employer address			
Employer contact		Telephone Number	
Workday hours			
Dress code			

When you are at the workplace, ask the person you are shadowing the following questions:
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