



MAIDEN ERLEGH

SCHOOL

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

Silverdale Road, Earley,
Reading, RG6 7HS
0118 926 2467
MESoffice@maidenerleghtrust.org
www.maidenerleghschool.co.uk
@MaidenErleghSch

28 January 2022

Dear Parent/Guardian

Year 10 Work Shadowing Day - Maiden Erlegh School, Silverdale Road on Friday 24 June 2022

WE NEED YOUR HELP!

As part of the Maiden Erlegh Trust Careers Strategy, all students in Key Stage 4 are given opportunities to develop their awareness of the world of work, transferable employability skills, the importance of becoming work-ready and the different destination routes available to them. I am writing to kindly ask for your support in helping us to place some of our Year 10 students on roll at Maiden Erlegh School, Silverdale Road.

To ensure that students are given an opportunity to gain first-hand experience of a workplace our expectation is that all Year 10 students spend a day visiting a workplace on **Friday 24 June 2022**. This opportunity 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.

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.

Students will be 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.

We would also require confirmation that Public Liability Insurance and appropriate risk assessments and safeguarding procedures are in place for visitors.

We would be extremely grateful to receive offers of support from the parent community across Maiden Erlegh Trust. If you/the business you work for, any family members, family friends, work colleagues etc would be willing to place some of our Year 10 students for the day in a suitable work-related environment, please could you kindly complete the form [here](#). We will then be in touch to confirm arrangements.

Thank you in advance for your support of such important opportunities for young people. If you have any questions, 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', with a stylized flourish at the end.

Mr R Buck
Assistant Headteacher
Trust Lead for Careers and Destinations