

28th March 2023

Dear Parent/Carer,

Year 10 Work Shadowing Day – Tuesday July 11th 2023

In recent years we have been working to identify the best approach to ensure that our pupils have an experience in the workplace. Since March 2020, the solution to this has become increasingly challenging. Businesses have changed the way they operate with many offering hybrid style working with workers based from home instead of in the office. This has meant that it has become much harder for schools to run a full work experience week.

To this end, we are very pleased to launch with you a new careers initiative for this year as part of our enrichment day offer; the Year 10 Work Shadowing Programme 2023. We have introduced this to provide pupils with an opportunity to gain an understanding of the world of work and careers. This will be a key enrichment experience that will be of great benefit to pupils and will build upon the career's education pupils complete as part of their PSHE programme.

The Year 10 work shadowing day will take place on **Tuesday 11th July 2023**. This day is an opportunity for pupils to gain experience of the workplace by shadowing employees and completing a small workplace task. Pupils can shadow family members in their workplace, or can look to organise a one-day placement with an employer of their choice. Pupils will complete a short workbook whilst they are at the workplace which will include asking the employer and/or workforce questions about their roles within the business.

This does require your active support in order for it to be effective. We hope that you can help your child to find a suitable placement and if this is not possible arrange for your child to shadow you, or a colleague, at your work place.

We ask that you please discuss this with your child and decide with them as to which opportunity would be beneficial for them. We then ask you to approach the employer to obtain permission for your child to join them at work on this day, and if they agree, to make them aware that a form will be sent to them to complete.

An information assembly with Year 10 will take place on Monday 27th March 2023. An on-demand recorded information talk for parents can be found here: <https://youtu.be/uSwqKFB7Usw> where we have taken you through all details.


Please find attached:

- A list of **suitable and unsuitable placements**
- A copy of the **Unifrog work placement form** that pupils will need to complete once a placement is found – pupils will need to log into their Unifrog account to complete this form, please make sure all information is gathered beforehand.
- Please ensure the work placement form on Unifrog is completed as soon as possible, **but no later than 19th May 2023**.

Yours sincerely,



Mrs Yvonne Ashby
Head of Careers



Mrs Paula Riding
Careers Coordinator

Suitable and unsuitable placements – Where could your child go or not go?

Could go	Could not
Office work	Hazardous and dangerous jobs: e.g building sites, somewhere with toxic chemicals
Retail	Jobs that may involve a lot of driving
Large and small companies	Some medical situations or counselling jobs might not be appropriate
School, if different to their own	Places that have an age restriction such as Pubs
	Placement where pupil will be working alone with one supervisor
	With a parent or other person working from home
	Where an employer does not have employer's liability insurance

Unifrog work placement form – this form will need to be completed online

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

In person

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

-- day -- -- month -- -- year --

Placement end date

-- leave blank if -- -- leave blank if -- -- leave blank if --

* Describe the time commitment

eg Full time

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

* Employer placement lead: phone number

* Placement country

* Placement address

* Placement postcode / zip code

* Is this the workplace where you'll be based throughout the placement?

* Will you live at home as normal during the placement?

* How will you travel to and from the placement?

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

* Parent / guardian (who must also be your emergency contact)

* Parent / guardian email

Important: this must be correct, or we won't be able to progress the placement.

* Parent / guardian email (again)

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Finished? mark as finished and notify employer to fill in their initial form?

or cancel changes

- Some important logistics: Pupils need to agree the placement with the employer **first**, and then pupils will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- 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 pupils add the initial information about the placement accurately and that employers are aware that they will receive a form that they need to complete.**