

CAREERS @



Year 8 Work Shadowing Information and Permissions Pack

Raising Aspirations Raising Achievement

Dear Parent / Carer

Year 8 Work Shadowing Day

Please find attached information regarding the Year 8 'Work Shadowing Day'. This event will take place on **Thursday 30 June 2022**. Work Shadowing is an opportunity for students to go to work with a parent/carer or family friend for the day and get a real-life insight into the world of work. This day is an integral part of our whole school careers and work-related learning provision, supporting decision making and career planning.

The job that students shadow can be anything from window cleaning to accountancy, broadcasting to police work, catering to working with animals. It really does not matter. The object of the day is for students to get to grips with a real business schedule and observe a range of real business tasks. However, if it is in an area of potential future career interest this can often help motivate students.

It is also important for students to be aware of life away from the classroom so that they can see their learning in a broader context. Work shadowing encourages students to appreciate the distance people travel to work, the inter relationships formed in a business environment, the variety of skills that a job requires and how technology is applied. This experience can be flexible so you can nominate a family member, or friend who is able to take your child to work with them. If your child has a real desire to experience a specific profession and has access to someone who works in this field this can create a really valuable day.

The key to work shadowing success is preparation. We will provide a "Journal" in advance which will offer many suggestions of activities that could be examined and aspects of work that your child/ren may be interested to explore. Talking about this, sharing ideas of what the day might include and with careful planning with colleagues will help make the event a success.

Safety is paramount. Within the pack you will receive information regarding health and safety and a check list to ensure that all necessary insurances are in place. The pack will stress that the day is about observation and questioning, about experiencing the environment of the work place and absorbing the activities that will be going on.

After the event your child/ren will have the opportunity to share their experiences and be able to draw on their learning through the curriculum.

As part of the preparation, students will bring home a 'Work Shadowing Pack' which we will ask them to explain to you. There are a variety of permissions that we need to receive to be able to confidently release them for the day and we hope that parents will help us gain these.

If you have any questions, please contact me and I'll be happy to talk to you about the event. To make this day a success your support will be invaluable!

Yours sincerely

Robert Lovelock

Bob Lovelock
Careers Coordinator - Nobel School

Dear Parent / Carer

Enclosed are several key documents:

1. A letter to employers (Form A)
2. A Work Shadowing check list (Form B) to help you keep track of the process
3. Parental Consent Form (Form C) to be completed by yourselves and returned to your child's Form Tutor
4. Placement Agreement Form (Form D) to be completed by yourselves and the employer (if different)

Please complete and return the enclosed Parental Consent Form (Form C) to your child/rens form tutor by **Monday 7 February 2022**.

Please complete and return the enclosed Placement Agreement Form (Form D) to your child/rens form tutor by **Friday 29 April 2022**.

As competition for placements this week are likely to be in huge demand. We are urging your child/ren to make contact and agree arrangements with the employer in plenty of time so they are not disappointed, but also have a relatively free choice of where they would like to attend.

Using a family member or a friend of the family to help you secure this work experience has always been an important feature of this event but even more so this year. They will know you and your family and be able to reassure their manager that your child is a responsible student, who has taken measures to protect you and themselves from the risks of Covid infection and transmission. They can confirm you are aware of the necessity of taking regular lateral flow tests and your child/ren knows how to behave safely in the workplace. This will be important to the employer, as they have a duty of care to protect their workforce from infection and dangerous behaviour which can affect their business operation.

If you have any questions, please do not hesitate to get in touch/contact me.

Yours sincerely

Robert Lovelock

Bob Lovelock
Careers Coordinator - Nobel School



Dear Sir / Madam

This letter has been passed to you by an employee who would like to offer one of our Year 8 (aged 12-13) students the opportunity to work shadow them for the day. As this will need your approval, I would like to provide you with a little information about what it is and why we do it for you to reach a decision.

Work shadowing involves a student spending a day with a parent, family member or close family friend at their place of work. The student will:

- be an observer and not undertake any tasks
- not require payment
- be a visitor for the day and be covered by your Public and Employers' Liability Insurance

Through work shadowing, our aim is for students to:

- appreciate what is involved in a day of work
- form an appreciation of the different vocational areas within the world of work
- understand the different businesses/organisations that exist
- recognise how work in the classroom relates to developing skills for the future

Your involvement will enable work-related learning for this student to be both practical and relevant to the future demands of life at work and home. A close relationship with education can be a sound investment. Today's young people will shape your future in many ways – as employees, customers/consumers and as citizens.

Should you require any points clarified, please do not hesitate to contact me directly.

I look forward to your support with this work shadowing opportunity.

Yours faithfully

Robert Lovelock

Bob Lovelock
Careers Coordinator - Nobel School

WORK SHADOWING DAY- PARENT/CARER CHECKLIST

Please retain this document at home.

1	Identify a work placement that your child/ren may be able to shadow	
2	Contact the employer seeking permission for the placement	
3	<p>Arrange a meeting with the employer to:</p> <ul style="list-style-type: none"> - Pass on the letter from the school outlining the rationale behind the day - Check the employer has the necessary Public Liability and Employers' Liability insurance - Inform the employer if your child/ren has any medical or dietary needs they may need to be aware of - Ask them to complete, sign and return the Placement Agreement Form 	
4	Complete the Parent/Carer Consent Form , making sure you tick the appropriate statements	
5	Return the Parent/Carer Consent Form to your child/ren's Form tutor by Monday 7 February 2022	
6	Return the Placement Agreement Form to your child/ren's Form tutor by Friday 29 April 2022	

PARENT/CARER CONSENT FORM

Please return this document to school by Monday 7 February 2022.

NAME OF PARENT/CARER	
NAME OF CHILD/REN	
CHILD/REN'S DATE OF BIRTH	
CHILD/REN'S FORM	

Please tick ✓ as appropriate	Yes	No
I give my consent for my child/ren named above to take part in the school's work shadowing programme		
I will take full responsibility for my child/ren's welfare on the day		
I understand that no payment may be made in respect of work carried out		
I know of no medical reason why my child/ren should not take part in work shadowing		
If there are any medical considerations / special needs that may affect the type of placement which would be suitable, please indicate in the box below:		

SIGNATURE OF PARENT/CARER

DATE

FORM C

PLACEMENT AGREEMENT FORM

Please return this document to school before Friday 29 April 2022.

School Name	The Nobel School, Mobbsbury Way, Stevenage, SG2 0HS
School Contact Name	Mr Bob Lovelock
School Contact Number	01438 222600
Date of Work Shadowing	Thursday 30 June 2022

TO BE COMPLETED BY PARENT / CARER			
Name of student			
Date of birth		Form group	
Name and address of work shadowing placement			
Name of supervisor		Position	
Contact number		Email address	

TO BE COMPLETED BY THE EMPLOYER			
Position being shadowed			
Please detail the nature and type of work			
Employers' Insurance Checklist Please indicate that you hold the relevant up-to-date insurance cover by completing the section below. We must stress that only those employers with Public and Employers' Liability Insurance will be used for this work shadowing programme.			
EMPLOYER'S LIABILITY INSURANCE			
Company			
Policy number		Expiry date	
PUBLIC LIABILITY INSURANCE			
Company			
Policy number		Expiry date	
Signed		Print Name	
Position		Date	

FORM D