

# 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 **Tuesday 15<sup>th</sup> July 2025**. 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. Talking about the day in advance and sharing ideas of what the day might include through careful planning with colleagues/family friends will help make the event a success.

Safety is paramount. You will receive information regarding health and safety and a check list to ensure that all necessary insurances are in place. The work shadowing day is about observation and questioning, about experiencing the environment of the workplace 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.

There are a variety of documents that we need to receive to be able to confidently release them for the day and we hope that parents/carers will help us gain these.

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

Yours sincerely

*Jemma Savo*

Jemma Savo  
Assistant 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. Placement Agreement Form (Form C) to be completed by yourselves with support from the employer

We will assume that all parents support this day unless we receive information from you to the contrary.

Please complete and return the enclosed Placement Agreement Form (Form C) to your child/rens form tutor by **Friday 18<sup>th</sup> April 2025**

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. They will know you and your family and be able to reassure their manager that your child is a responsible student.

Some students occasionally cite a barrier to organising work shadowing because some professions are unable to support work placements due to the nature of their business. For example, doctors, barristers, forensic scientists, Police and some factories etc. If this is the case, they should actively seek experiences in other workplaces/settings. The transferable skills learned and observed can be discussed at job, college, university and apprenticeship interviews and will give them the chance to explain how these lessons can be applied to their future career/course.

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

Yours sincerely

*Jemma Savo*

Jemma Savo  
Assistant 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 students (aged 12-13), the opportunity to work shadow them for the day on **Tuesday 15th July 2025**. As this will need your approval, I would like to provide you with a little information about what it is and why we are doing 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

*Jemma Savo*

Jemma Savo  
Assistant 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 work shadowing contact to:</p> <ul style="list-style-type: none"> <li>- Pass on the letter from the school outlining the rationale behind the day</li> <li>- Check the employer has the necessary Public Liability and Employers' Liability insurance</li> <li>- Inform the employer if your child/ren has any medical or dietary needs they may need to be aware of</li> <li>- Ask them for information to complete, sign and return the <b>Placement Agreement Form</b></li> </ul>	
4	Return the <b>Placement Agreement Form</b> to your child/ren's Formtutor by <b>Friday April 18<sup>th</sup> 2025</b>	

## PLACEMENT AGREEMENT FORM

Please return this document to school before Friday 18 April 2025.

School Name	The Nobel School, Mobbsbury Way, Stevenage, SG2 0HS
School Contact Name	Miss Jemma Savo
School Contact Number	01438 222600
Date of Work Shadowing	Tuesday 15 <sup>th</sup> July 2025

TO BE COMPLETED BY PARENT / CARER			
Name of student		Form group	
Name and address of work shadowing Employer			
Name of Employer supervisor (if different)		Employer Position in company	
Employer Contact number		Employer email address	
Position being Shadowed (job role)			
Please detail the nature and type of work being observed			
<p><b>Employers' Insurance Checklist</b> 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.</p>			
<b>EMPLOYER'S LIABILITY INSURANCE</b>			
Company			
Policy number		Expiry date	
<b>PUBLIC LIABILITY INSURANCE</b>			
Company			
Policy number		Expiry date	

