

11 February 2022

Dear Parent/Carer

Year 10 Work Shadowing Day – Tuesday 5 July 2022

Understanding the world of work is important for young people making decisions about their futures.

As the employment market becomes ever more complex, engaging with employers is crucial for young people to develop their knowledge of the 'World of Work', allowing them to make informed decisions about further or higher education, an apprenticeship or selecting a job, career or profession. To support our students in this area we have decided to introduce a 'work shadowing day' for our Y10 students in addition to the work experience week that we run in Y12.

The proposed Work Shadowing Day will take place on Tuesday 5 July.

This event will provide your child with the opportunity to attend work for the day with a parent/guardian in a purely observational capacity. It is anticipated that students will gain transferable skills and will begin to understand the rigours of working life. Please note that we are not necessarily expecting students to find a placement which is linked to their future career aspirations.

The day will be preceded and followed by more career related learning in school with sessions on how to conduct themselves in a workplace, CV writing, interview techniques and some reflection of their experience.

Once you have received approval from your employer your child will need to login to their Unifrog account and add the placement details using the Placement Tool; this will automatically trigger an email to your employer for them to complete their Risk Assessment and Insurance details. Your parental consent will be sought once the employers form as been submitted.

We look forward to working with you on the work shadowing project which will be I am sure, a rewarding and valuable experience for your child. I have attached a FAQ sheet to this letter but should you have any other questions about this project, please do not hesitate to contact me crimesj@birchwoodhigh.org.uk

Yours sincerely

Mrs Crimes
Careers Leader

Principal - Dr Chris Ingate

Registered office - Parsonage Lane • Bishop's Stortford • Hertfordshire • CM23 5BD

Telephone: 01279 655936

Email: admin@birchwood.herts.sch.uk

Website: www.birchwoodonline.co.uk

Follow us on...  