

11<sup>th</sup> January 2024

Dear Employer,

**Re: Yr 10 Work Shadowing Days Thursday 9<sup>th</sup> and Friday 10<sup>th</sup> May 2024**

This letter has been passed to you by an employee who would like to offer one of our Year 10 students (aged 14-15) the opportunity to work shadow them for two days as part of our careers and work-related learning programme. This obviously needs your approval, so I would like to provide you with a little information about what it is and why we do it in order for you to reach a decision.

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

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

Through work shadowing, students will have the opportunity to:

- appreciate what is involved in a day of work
- form an appreciation of the different vocational areas within the world of work
- understand that different businesses/organisations 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, as customers/consumers and as citizens.

Please complete the online [Employer Placement Agreement Form](#) that includes the employer's insurance checklist by Friday 15<sup>th</sup> April 2024. Should you require any help with organising the day or need any points clarified, please contact myself or Mrs Swain at the school on 01438 344344.

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

Yours sincerely,

***B Newport***

Mr B Newport  
**Head of Year 10**