

7<sup>th</sup> September 2015

Dear Parents

## Yr 10 Work Shadowing Week 29<sup>th</sup> February - 4<sup>th</sup> March 2016

In Year 10 all students are offered the chance of work shadowing for one week. This is an essential part of the school curriculum that puts the skills learned in class into context for the student. Work shadowing consists of students observing work positions they may be interested in for the future and experiencing what a working week could be like.

We are encouraging all students to find a private placement that suits their chosen career path or to sample a career they may be interested in for the future. In this present climate it has become increasingly difficult for work placements to be found, therefore, we would like you to support your son/daughter to make enquiries to companies within the next few weeks to see if there could be a placement for them.

Working in a different town can offer the chance to appreciate new opportunities not available locally and extends the choices available. This is a positive experience that is valuable for the future since it supports the development of the skills and discipline they will need when organising transport to get to college, university or work in the future and makes the work experience more 'real'.

When you research possible placements please explore whether the company has:

- Public Liability Insurance
- An appropriate risk assessment to include who your child will be working with on a day to day basis
- Safe areas for the student
- Health and Safety procedures in the workplace

Chauncy offers a bank of placements that can be used if a student is unable to find one but, these are very limited and may not offer an experience that your son/daughter would like so we can only stress placements found by students have proved to be far more beneficial.

If you have been able to secure a suitable placement, please ask the company to complete the Referral Request Form attached to this letter and return to reception no later than **Friday 27<sup>th</sup> November**.

If you have any queries concerning any of the above or would like help with researching places, then please do not hesitate to contact me by e-mail [karen.gray@chauncy.org.uk](mailto:karen.gray@chauncy.org.uk).

Yours faithfully



**Mrs Karen Gray**  
Careers Co-ordinator

