

6th January 2010

Dear Parent(s),

Following on from last summer's successful work shadowing placements we are again offering the opportunity for a **limited** number of Year 12 students to undertake a week of work shadowing at the end of the coming summer term. The objective is that students shadow a professional in an area which they are interested in as a possible career. This isn't a statutory requirement but work shadowing is regarded by many students as a worthwhile experience because it can reinforce an interest which they already have or, alternatively, it can open up possibilities which might not originally have been in their minds. The feedback from the students who have taken up the opportunity in previous years has been very positive.

Work shadowing will be open to the **first 50 applicants** who return the forms with details of the placement **that they have arranged** to Mrs Williamson in the Sixth Form Office. The limitation on numbers is due to the necessary amount of vetting of placements which is required but also to the need not to interfere too much with the numbers required for activities, such as the Challenge of Enterprise Conference, which are planned for Year 12 students at the end of the summer term.

Students must be sure that they are 100% committed to attending a work shadowing placement. **Once arranged cancellation of a placement or failure to attend a placement is not an option** as this reflects badly on the student and the School and puts future placements for other students at risk.

The procedure for those students who are interested in work shadowing will be as follows:-

1. In line with what used to happen in the past it will be the responsibility of the student himself to find and agree a placement.
2. The placement should be undertaken for five full days in the last week of the summer term i.e. Monday July 12th to Friday July 16th. **Any alternative period could not be in term time and would have to be during the School holidays.**
3. Work shadowing will be available as an option to the first 50 students who have:
 - arranged a placement;
 - returned the placement form to the Sixth Form Office no later than Friday 26th March 2010;
 - had that placement confirmed as being relevant and appropriate by myself and Mrs Barratt, the Deputy Head of Sixth Form.

(continued overleaf)

4. **NO PLACEMENTS WILL BE AUTHORIZED AFTER March 26th. If students are seriously committed to the idea of work shadowing they will have had more than enough time to organize it before that date.**
5. Once a placement has been confirmed as being relevant and appropriate limited vetting will need to take place before it can proceed. This will mainly involve:-
 - completion of a risk assessment document by the employer;
 - receipt by the School of a copy of the employer's liability insurance policy;and will be coordinated by the Sixth Form Office.

Parents should note that Criminal Records Bureau (CRB) checks will not be run on members of the employer's staff, nor will a full Health and Safety Check take place. Parents should agree to the placement taking place in the absence of such checks.

Students who do not wish to take part in work shadowing, or who find that they do not have the opportunity, due to oversubscription, will still be involved in activities during the last week of the summer term, which will include the two day "Challenge of Enterprise Conference" and all students will be expected to attend School in that week.

Attached is the WORK SHADOWING PLACEMENT form which should be completed and returned to the Sixth Form Office no later than Friday 26th March 2010. Queries concerning the relevance and appropriateness of a placement should be directed to myself or Mrs Barratt.

Yours sincerely,



K. Pearson
Head of Sixth Form