



Our Ref: LPH/ajh

6 June 2024

Dear parent/carer,

We are excited for our Year 10 students to undertake their Work Shadowing placement day on Monday 15<sup>th</sup> July. Thank you to those students who have already submitted all the relevant forms. If your young person has still not handed in all their forms, they are asked to do so as soon as possible (by email or in person at the careers office).

### Agreement and Medical forms

- Agreement Form:
- Medical and Consent Form:

### Self-Placement Form:

This form is signed by you and your parent/carer. It also needs to be completed by the person/company overseeing the shadowing day.

- Self- Placement Form:

### Does your young person need help securing a shadowing day?

We have been sharing suggestions with the Year group. Students who have been successful have typically found their placement by asking, calling, or emailing the following:

- a family member, family friend
- a neighbour
- a business/employer known to you (e.g., local primary school, charity shop, art/craft/creative business, clinic, dance studio/gym, local shop/cafe, local service).

Please note that if you work from home, they may also shadow at home with employer consent.

If your young person feels they need further support, they are invited to come along for a **drop-in support session on Thursday 6th June** in the Careers Office at break or lunch.

With kind regards,

Yours sincerely,

Mrs. L Phillips  
Careers Co-Ordinator