

11th May 2026

Dear Parent / Carer,

Year 8 Work Shadowing 2nd and 3rd June 2026

As part of the PSHE curriculum for the Summer Term, Year 8 students will be concentrating on 'Employability Skills'.

To help enhance the sessions and develop student confidence, we would like to offer your child the opportunity to take part in a two day work shadowing experience with a relative or close friend on the above dates to give them some experience of the world of work and gain some understanding of the working day.

It is optional but work shadowing is an excellent opportunity for students to gain an insight into the working environment learning more about the workplace itself and a particular job. Any students not partaking in the work shadowing will be attending college where there will be activities relating to employment.

Most Year 8 students will not have an idea of a future career as yet but employers are increasingly asking for experience as well as qualifications so it is important to start gaining this as early as possible.

Students will be required to keep a simple log of each day which they can keep as evidence of work experience as this will be beneficial to them when applying for Further Education and /or employment. The log will need to include:

- Various activities observed
- Tasks undertaken and particular skills used by the workers (interpersonal and practical)
- Note any key skills e.g. communication, problem solving, team work

This will help students to observe the work more closely and to focus on their future career paths. Even at this early age, they may start to derive positive views about potential future career paths.

It is important to stress that this is not a work experience placement. The focus of the experience is work shadowing only. Parents must check that there is a Health & Safety policy in place by the employer. If this cannot be met and the employer is willing for your child to work with the relative or friend, you as parent/carer will have to take full responsibility for the care, safety and well-being of your child

Students can only go to a relative or close friend's place of employment and work with them.

Please complete the attached slip (on page 3) if your child is going to take up this offer and **return to Scott House office by Wednesday 20th May 2026.**

If you have any concerns or questions, please do not hesitate to contact me directly.

Yours faithfully,

Mrs Dawn Sigrist
Scott House SSA

Student Name: Tutor Group:

Company Name:

Company Address:

.....

Contact Name:

Telephone Number:

As Parent/Carer I can confirm that my child will be attending work shadowing on 2nd and 3rd June 2026 at the above address in accordance to the conditions explained to me.

Parent/Carer signature: Date:

Print Name: