



22nd March 2024

Dear Parents/Carers,

Year 10 Work Shadowing - Monday 8th July 2024

In accordance with our Careers Programme, this summer term your child will be participating in compulsory work shadowing on Monday 8th July 2024.

Work shadowing is a wonderful opportunity for your child to develop their employability skills, increase their awareness of the working world and give them crucial shadowing of the workplace.

In order to prepare for work shadowing, please find attached an [information guide](#) for parents. This information guide explains the aims and learning outcomes of work shadowing, details the regulations and procedure for work shadowing placements and clarifies the steps your child needs to take next.

Students must find their own work shadowing placement and contact employers directly to find and secure their placement. They can do this by telephone or by email. I would encourage students to contact employers in a relevant sector/field that interests them, perhaps an industry that they may wish to work in, in the future. It is expected that every student finds a work placement.

Once students have secured their placement, they must enter the information on to their Unifrog account under the 'Placements' tab. Unifrog will then contact the employer directly with a series of questions regarding risk assessments and safeguarding. For details on how to complete the Unifrog process, please refer to page 7 of the information guide.

We will work closely with the Year 10 students in their form times to ensure they are prepared for their work shadowing. In the meantime, please encourage your child to log into Unifrog at home and watch this ['For students: a guide to placements/work experience' video](#) together. It is under the 'Know-how Library' tab.

All parents/carers will be emailed by Unifrog and asked to give their consent to the work shadowing placement going ahead. You will be required to review the placement information, any risk assessments and ultimately have the overall decision on the placement going ahead. If you do not give your consent, your child will not participate in work shadowing and will spend the day in school.

Key dates:

March	Year 10 Careers Plan Assembly
April/May	Form times on Finding your Perfect Work Placement
3rd June	Deadline for students to upload their Placements on Unifrog
May/June	Students to arrange a pre-placement interview
8th July	Work Shadowing Day
15th July	Evaluation forms to be completed on the Placement Unifrog Tool after Employer evaluation has been given

Please feel free to contact me if you have any queries or if your child has any questions about finding a work placement, they are most welcome to email me (careers@presdales.herts.sch.uk).

Kind regards,

Julie Stephenson
DHT and Careers Lead