



Wednesday 29th January 2025

Dear Parents/Carers,

Year 10 Work Shadowing - Wednesday 2nd July 2025 (Please note date change from Thursday 3rd July)

In accordance with our Careers Programme, your child will be participating in compulsory work shadowing on Wednesday 2nd July 2025.

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

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

Students must find their own work shadowing placement and contact employers directly to secure their placement. They can do this by telephone or by email. I would encourage students to contact employers in a sector that interests them, perhaps an industry that they may wish to work in one day. Anyone without a placement will spend the day in school but please note that no lessons will take place.

Once students have secured their placement, they must enter the information onto 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 2 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 the ['For students: a guide to placements/work experience' video](#) with you. 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. You will be required to review the placement information, note any risk assessments and ultimately have the overall decision on whether the placement goes ahead or not. If you do not give your consent, your child will not participate in work shadowing and will spend the day in school.

Key dates:

January	Year 10 Careers Plan Assembly
April/May	Form times on 'Finding your Perfect Work Placement'
Friday 9th May	Deadline for students to upload their Placements on Unifrog
May/June	Students to arrange a pre-placement interview
Wednesday 2nd July	Work Shadowing Day
w/c Monday 7th July	Evaluation forms to be completed on the Placement Unifrog Tool after Employer evaluation has been given

If you or your child have any questions about finding a work placement, please feel free to contact me (careers@presdales.herts.sch.uk).

Kind regards,

Julie Stephenson
DHT and Careers Lead