

The Hemel Hempstead School

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Headteacher: Neil Hassell BEng (Hons) NPQH FRSA

Letter 150

5th April 2019

Dear Parent/Carer

Year 7 Work Shadowing Monday 15th July

As part of our Activities Week at the end of the Summer term, we would like Year 7 students to spend a day out of school experiencing life at a place of work.

Work shadowing will enable students to spend a day at work with a parent, guardian, carer or close family friend, observing a professional in their workplace to get a taste of what their job involves and what it is like to work for a certain organisation. It differs from work experience by being observational rather than students undertaking tasks directly.

I would like to ask for your assistance in providing a placement for your child. If for any reason this is not possible at your own workplace, I would be grateful if you would be able to make enquiries amongst other family members and close friends.

I am aware of the need to comply fully with Health and Safety at Work legislation and would like to stress that no student should be placed in a situation where there is danger. Please read the following points and contact me if you have any questions:

- It is your responsibility on the day, along with the employer, to be responsible for the safety and welfare of your son/daughter
- All placements are suggested by students or their parents
- The school is not responsible for carrying out Health and Safety checks on placements
- It is strongly advised that you check that the employer possesses Public Liability Insurance to cover any accidents that may occur in the workplace
- Students are classed as visitors during work shadowing days and thus should normally be covered by public liability insurance. Your child must not perform any tasks, just observe and question
- It is your responsibility to inform the employer of any special medical or dietary needs your child may have

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I hope that you will be able to support this activity and provide your child with a valuable educational experience. Their work shadowing placement will help prepare them for the opportunities, responsibilities and experiences of life beyond the classroom. We hope your child will gain:

- A positive experience of a working environment
- Experience of a full working day and the travel to work pattern
- An opportunity to develop social skills
- An insight into the activities of the adult whom they accompany

This programme is part of the Activities Week and your child will be given a diary to complete during their work shadowing day.

I would be grateful if you would complete the Consent Form (signed by yourself and your child) and the Health & Safety Employer Declaration Form and return (ideally together) in an envelope for the attention of Miss Bond by Monday 3rd June. Please do not hesitate to contact me if you have any queries or you have a problem finding a placement for your child.

Yours faithfully



Miss S Bond
Careers Coordinator

Attached:

1. Parental Consent Form
2. Health & Safety Employer Declaration Form