

JBR/ARA

16<sup>th</sup> January 2023

Principal  
**Shaun Strydom MEd**

Dear Parent/Carer

### **Brooke Weston Year 9 Work Shadowing Day & University of Northampton Trip**

In preparation for our Year 9 Options, we are proposing several exciting initiatives that will support our students in making informed decisions about their subject choices next term. The first of these is a day trip to the University of Northampton.

This trip will take place during the school day (**Monday January 30<sup>th</sup>, 2023**) and will offer an opportunity for our Year 9 students to visit the new £330 million Waterside Campus in Northampton. Students will travel by coach, leaving at approximately 9.00am and returning at 3.15pm in time for buses/collection. Students will have the opportunity to meet existing lecturers and graduates, who accompanied by our teaching staff, will guide students around these new purpose-built facilities, including lecture theatres, subject facilities, accommodation and campus life in general. There is no cost for this trip, although all students will be required to bring a water bottle and a packed lunch.

Our second initiative regards offering our Year 9 students' opportunities to engage with local employers. Following the successful introduction of this new opportunity last year, we would like to propose that our students take part in a 'Work Shadowing Day' which will take place at the end of this term, on **Tuesday 28<sup>th</sup> February 2023**.

This event will provide your child with the opportunity to attend work for the day with a parent/carers in a purely observational capacity. It is anticipated that students will gain transferable skills and will begin to understand the rigours of working life. Please note that we are not necessarily expecting students to find a placement which is linked to their future career aspirations.

The day will be preceded and followed by more career related learning in school with sessions on how to conduct themselves in a workplace and some reflection of their experience.

**To participate in this 'Work Shadowing Day', you will need to check with your employer that they hold the relevant up-to-date insurance cover. We must stress that only those employers with Public and Employers' Liability Insurance will be used for this work shadowing programme.**

Every employer involved in the work shadowing project will be required to complete an Employer Insurance Checklist (see link below). Children will be classed as visitors on their work shadowing day, so if your place of work accepts visitors their current insurance policy should provide the relevant cover. Remember, students should always remain supervised by their parent/carers. Once you have agreement from your employer, please send or direct them to the Employer Insurance form below

**Your parental consent will be sought by completing the following online form below by Friday 24th February 2023**

**Parental Consent Form:** <https://forms.office.com/e/vbPzke50JR>

**Employer Insurance Form:** <https://forms.office.com/e/rMnEtTkCmT>

We appreciate that this may be a tight 6-week turnaround, however, we look forward to working with you on this work shadowing initiative which will be, I am sure, a rewarding and valuable experience for your child. To support those parent/ carers who are unable to provide an external 'work shadowing' opportunity, we have compiled over 30 different non-teaching work shadowing opportunities within the academy to support those students.

We have attached a FAQ Work Shadowing Day Fact Sheet to this letter. Should you have any other questions about this opportunity, please do not hesitate to contact [jbrowne@brookeweston.org](mailto:jbrowne@brookeweston.org)

Finally, we will also be providing Year 9 students with both live and online subject presentations at the end of the term, followed by a one-to-one career's meetings with a fully qualified Level 7 Careers Advisor. We hope at the end of this process, our Year 9 students will be able to make informed choice of option subjects and be prepared to meet the rigours of Key Stage 4 education.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shaun Strydom', written in a cursive style.

Shaun Strydom  
Principal

## **BROOKE WESTON YEAR 9 WORK SHADOWING DAY**

### **FACTSHEET FOR PARENTS/CARERS**

We hope that the following will give you an insight into Work Shadowing and answer any questions you may have.

#### **When is Work Shadowing Day?**

Work Shadowing for Year 9 students is taking place on Tuesday 28<sup>th</sup> February 2023

#### **What is Work Shadowing?**

It is an opportunity for students to go to work with a parent/guardian, relation or family friend for the day and get a real-life insight into the world of work. Your child needs to experience a real business schedule and get to grips with some genuine tasks – icing cakes, filing, weeding, sending emails, planning a meeting ... whatever is in a normal day's work!

#### **Why work shadow?**

Students will be able to get hands-on experience of the world of work away from the classroom environment. Work shadowing encourages pupils to appreciate the distance people have to travel to work, the relationships formed in a business environment, the variety of skills that a job requires and how technology is applied. After a day of work shadowing, students frequently comment that they would rather go to school than go to work!

#### **What if I do not work or cannot take my child to work with me?**

The project is flexible, so you can nominate a family member or trusted friend who is able to take your child to work with them. They will need to ensure they can obtain the relevant liability insurance details. If your child cannot attend a work shadowing experience, we will be running various career related activities at the school. They are not to treat this as a day off school.

#### **What if my child is unwell on the day?**

Should your child be unwell on the day, then you must inform the school as per normal absence procedures.

#### **Is it safe for me to take my child to work?**

Every employer involved in the work shadowing project will be required to complete an Employer Insurance Checklist and sign a declaration. Children will be classed as visitors on their work shadowing day, so if your place of work accepts visitors their current insurance policy should provide the relevant cover. Personal insurance for children can, of course, be obtained privately if you wish.

#### **What do I need to do now?**

Have a chat with your employer about work shadowing and seek approval to take your child to work with you for the day. Encourage your child to see the educational benefits that this experience will give both now and in preparing them for life beyond the classroom. You will shortly be given two forms: one to confirm the participation of you and your child in this year's project and the other for your employer to complete, confirming their involvement and giving employer insurance details.

#### **How can I prepare for the day and what tasks can the students do?**

The key to work shadowing success is in the preparation. The idea is for the students to work shadow their parent/guardian and get to grips with tasks that crop up in a regular business day. Understandably there may be some elements of a job that children are not able to undertake, for example handling sensitive information or machinery, but generally there will be tasks that they can do.

The onus is on parents/guardians to plan the contents of the day and identify which elements of their job will be useful for their child to experience. This might be writing a simple letter or email, planting some vegetables, sending a fax or even icing a cake – the day can be flexible to fit in with the nature of your business.

Please make sure you give your child a taster of as many aspects of your job as possible by dividing the day into small, manageable chunks. There is plenty of time to prepare a programme for the day and discuss the tasks that you will be working on with your child in advance. It might be useful to have a colleague on standby in case something unexpected disrupts the day. Remind your child that a working day is longer than a school day – which may come as a bit of a shock to many of them!

Above all, the day should be interesting, hands-on and fun! Handy Hints and tips for the day:

- Try to stick to the programme – that way everyone knows where they are.
- Take your child on a tour of your place of work and introduce them to some of your colleagues – children are usually very curious about where their parents/guardians disappear to each day!
- Encourage your child to ask questions, make notes and collect leaflets and handy items to use when completing their diary, 'story board' and evaluation of the day.
- Ensure that you set aside some time for your child to complete their work shadowing diary
- Above all, try and make the day interesting, hands-on and fun!

### **What happens after the Work Shadowing Day?**

Students will be asked to fill in an online diary relating to their work shadowing day. Additionally, each student will be presented with a certificate to acknowledge their participation and act as a reminder of their work shadowing day. If you have any queries or concerns that are not answered in the above information, please contact me, [jbrowne@brookeweston.org](mailto:jbrowne@brookeweston.org)