



The Astley Cooper School

Part of the East Dacorum Co-operative Learning Trust

June 2021

St Agnells Lane, Hemel Hempstead HP2 7HL

Tel: 01442 394 141

Email: admin@astleycooper.herts.sch.uk

Web: www.astleycooper.herts.sch.uk

Headteacher: Edward Gaynor

Dear Parent/Carer

Year 10 Work Shadowing

Wednesday 14 July 2021

As part of our Careers Programme we would like Year 10 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/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 among 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 be normally 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



Continued ...



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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 could 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 my attention by **Wednesday 30 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 sincerely,

Dr. M. Ryde.
Associate Assistant Headteacher

Attached:

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

