

2 February 2022

Dear parents and carers,

Year 8 – Take your child to work day

We would like to give every student in Year 8 an opportunity to experience the workplace.

We are therefore proposing that you, a family member, or close family friend take your child to work to allow them one day of work shadowing. This will allow them to explore their likes and dislikes enabling future career planning. It will also help develop self-confidence and interpersonal skills and raise awareness of the workplace and how organisations are structured.

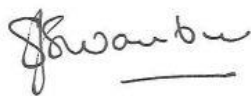
We appreciate that businesses are very busy at certain times of the year and therefore we will be flexible with the date of the work shadowing day. If your child is participating in the Weald Challenge in July, please could we remind you to avoid these dates.

If you would like your child to take up this opportunity, I would be grateful if you could please return the attached form to me by email at sswanton@wealdgs.org once a suitable date is decided.

Once the form is returned, your child's absence will be authorised as work experience. Please note that the health and safety of your child will be your responsibility on the day of work shadow.

Please do not hesitate to contact me if you require any further information.

Yours sincerely,



Sara Swanton
Careers Manager

Year 8 Work Shadowing 2022

Student Information

Student Name: _____

Form: _____

Date of Placement: _____

CONTACT DETAILS

Company Information

Name of Company: _____

Address: _____

Contact: _____

Job Title: _____

Email: _____

Telephone: _____

Relationship to student: _____

I understand that the health and safety of the student is the responsibility of the parent or carer during this day of work shadowing and that no health and safety checks have been carried out by Weald of Kent Grammar School.

Signature of Parent/Carer: _____

Name: _____