



Dear Parent/Carer

We are planning two Work Shadow Days on **15th & 16th January 2026** for year 9 students. This will involve students spending a day at their parents/carers work, shadowing them throughout the day. It will give the students valuable experience of the world of work, and prepare them in the long term for their entry into the workplace. They will have an assignment to fill in while they are at the workplace, and have a debriefing when they return.

We do understand that for a variety of reasons it may not be possible for your child to accompany you. You will have to acquire the permission of your employer to have your child with you on that day. If this is not possible, we would suggest asking relatives or friends if they would be able to accommodate them so that they all have an equal opportunity to take part. If a suitable placement is still not available your child will need to be in school following modified lessons.

Parents/carers should use their own judgement about where their child goes, however if parents/carers work at home or alone, it is unfortunately not a new learning experience or environment, therefore it is not suitable. It may also not be appropriate for health and safety purposes if the parent/carer is for example, based on a building site, or in other hazardous situations or works in a position of confidentiality such as social care or legal work. We also suggest that experience involving travel abroad that you contact the school to discuss.

We hope you can arrange for your child to accompany someone throughout a normal working day. They will travel to and from work with that person as well as being covered by the 'health and safety' practices of the organisation that they are visiting and their insurance.

Please complete the attached contact and consent form on:

[Year 9 Explore Work Day - Thursday 15th January and Friday 16th January 2026 Survey](#)

stating where your child will be going, and with whom. **It is essential that the Company's Liability Insurance Number is on the form plus the date of expiry** and it needs to be signed by the parent/carer or the person accompanying the student if not a parent/carer.

There will be a parent's information meeting about this over zoom on **Thursday 6TH November 6.30pm**, here is the link:

Kath Unwin is inviting you to a scheduled Zoom meeting.

Topic: Explore Work days

Time: Nov 6, 2025 06:30 PM Greenwich Mean Time

Join Zoom Meeting

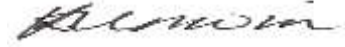
<https://us05web.zoom.us/j/83775124991?pwd=MPekBbWkesMfXSCGjQa1OVom274Pzv.1>

Meeting ID: 837 7512 4991

Passcode: 1973

Please return the completed form as soon as possible; the survey monkey will close **at 6pm Monday 5th January 2026**. If you have any questions about this, please do not hesitate to contact me at school.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K E Unwin', written in a cursive style.

Mrs K E Unwin.
Careers Lead