Thursday 9th May 2019

Dear Parent/Carer,

**Year 7,8 and 9 Work Shadowing Days – Monday 8th and Tuesday 9th July 2019**

According to a recent survey, 80% of employers think that work experience is essential. It provides not just valuable understanding of a work place environment but also an opportunity to develop the soft skills and character that are so necessary to succeed in the world of work.

At Aylesford School we believe that it is vital for our students to gain experience of the world of work. Our year 10 and year 12 students both engage in a week long work shadowing placement. Again, this year we are creating an opportunity for year 7, 8 & 9 students during character week to experience the world of work and on the **8th and 9th July** allstudents in year 7, 8 and 9 will have the opportunity to carry out a 2 day work shadowing placement.

Parents/Carers will be responsible for sourcing and confirming the placement for their children. We suggest that students spend the days experiencing the work place of a family member or family friend. When work places have been sourced please sign the slip below along with the member of staff at the placement who will be supervising your child. Then return the slip to the school office. **Placements need to be confirmed with the school by Friday 28th June 2019**.

If your son/daughter will be attending 2 different placements on each day then please ask your son/daughter to pick up another letter from the school office.

If your child has any health conditions or learning disabilities that would need to be communicated with the employer then this must be done so in advance of starting the placement.

If you have any questions or queries then please don’t hesitate to email [ben.doggett@aylesford.kent.sch.uk](mailto:ben.doggett@aylesford.kent.sch.uk) or phone 01622 717341 ex. 238.

Yours faithfully,

Mr B Doggett

Careers Manager

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**Work Shadowing Days – Monday 8th and Tuesday 9th July 2019 (Please return to School Office)**

I agree to my son/daughter……………………………..………………………. (name) taking part in a work shadowing day at

………………………………………………….……….. (company name) on Monday 8th July 2019 and Tuesday 9th July 2019.

I understand that as the Parent/Carer, I am responsible for ensuring that this is a suitable and safe experience for my son/daughter and that I am responsible for informing the company if my son/daughter has any addition needs or special requirements.

I am aware of the risks and safety precautions in place and will contact Mr Doggett if I require further clarification.

Parent/Carer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Placement Supervisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_