RICKMANSWORTH SCHOOL
YEAR 8 WORK SHADOWING
28 JUNE 2018

GUIDANCE NOTES FOR PARENTS/CARERS

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

What is work shadowing?

It is an opportunity for students to go to work with a parent/carer or family friend for the day and get a real-life insight in to the world of work. The job they work shadow can be anything from window cleaning to accountancy, broadcasting on a radio station to flying to a law meeting at the other end of the country, training with a fire crew to a day with a vet. Students need 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 day’s work!

Why work shadow?

Students get a hands-on experience of the world of work away from the classroom environment. Work shadowing encourages students to appreciate the distance people have to travel to work, the inter-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 don’t work or can’t take my child to work with me?

The project is flexible, so you can nominate a family member or friend who is able to take your child to work with them. If your son/daughter has a real desire to experience a specific profession and has access to someone who works in that field, this flexibility can provide them with an opportunity to get a taster of that job before full work experience weeks are arranged for them further up the school in Years 10 & 12.

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. Students 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 students can, of course, be obtained privately if you wish.

When is work shadowing?

Work Shadowing for Year 8 students, is taking place during our whole School Enrichment Day on Thursday 28 June 2018.

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 them. If your son/daughter has a real desire to experience a specific profession and has access to someone who works in that field, this flexibility can provide them with an opportunity to get a taster of that job before full work experience weeks are arranged for them further up the school in Years 10 & 12.

Return the attached parental consent form, together with the completed employer questionnaire to Mrs Pickford by Friday 8 June 2018.

How can I prepare for the day & 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/carer and get to grips with tasks that crop up in a regular
business day. Understandably there may be some elements of a job that students 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 / carers 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.

Make sure you give your son/daughter a taster of as many aspects of your job as possible by dividing the day into small, manageable chunks. Prepare a programme for the day and discuss the tasks that you will be working on with your son/daughter in advance. It might be useful to have a colleague on standby in case something unexpected disrupts the day. Remind your son/daughter 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 son/daughter 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/carers disappear to each day!
- Encourage your son/daughter to ask questions, make notes and collect leaflets and handy items to use when completing their diary, ‘story board’ and evaluation of the day.
- The students will be given a diary to complete, so make sure that they have enough time to fill it in.
- Above all, try and make the day interesting, hands-on and fun!

**What happens after the work shadowing day?**

We will ask all students to complete a Work Shadowing Diary (which we will supply) and also to design a small ‘storyboard’ of their day - this can include anything from their day – extracts from interviews conducted during the day, leaflets/items they picked up, maps of the route to work, a bus ticket, pictures of the people they worked with, or even a list of what they ate for lunch! Students will be instructed to bring these completed pieces of work into school on **Tuesday 17 July**, when they will present their work to their form groups in their Life Long Learning lesson that day. Mrs Pickford will then arrange for certificates of participation to be issued for students to keep in their portfolio of evidence, and a display of their work will be made within School.
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Pupils get a 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 inter-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, pupils frequently comment that they would rather go to School than go to work!

Work shadowing complements the curriculum in Personal Social & Health Education (PSHE) and Citizenship by encouraging students to learn about themselves as growing and changing individuals with their own experiences and ideas, and as members of their communities.

What tasks can the students do?

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 students 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 son/daughter 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. It is a good idea for parents/guardians to write a programme for the work shadowing day to ensure that you, they and their son/daughter know what to expect. Above all, the day should be interesting, hands-on and fun!

Is it safe for employees to bring their child to work?

You will be required to complete a Placement Agreement Form giving details of Employers’ Insurance, and sign a declaration to confirm that you have relevant cover. Students are classed as visitors to your premises on their work shadowing day, so if your place of work accepts visitors the current insurance policy should provide appropriate cover.

Aims and Objectives

The main aims and objectives of work shadowing are for pupils to begin to:

- Appreciate what is involved in a day of work;
- Recognise the importance of self-organisational skills;
- Form an appreciation of the different vocational areas within the world of work;
- Understand the different business/organisations that exist;
- Recognise how work in the classroom relates to developing skills for the future;
- Understand how individual jobs fit in to team or departmental structures;
• Recognise the importance of recording activities to assist in preparing reports or exhibition material at a later date;
• Gain experience of working individually and in groups within a project.

Work shadowing will also:

• Encourage student/parent communication in career development;
• Assist teachers in keeping up-to-date with vocational areas and skills used in the world of work.