18 April 2018

Dear Parents/Carers

WORK SHADOWING PROJECT YEAR 8 ENRICHMENT DAY – THURSDAY 28 JUNE 2018

We are pleased to confirm that as part of our Careers & Work Related Learning provision at Rickmansworth School, all Year 8 students are invited to participate in a day of Work Shadowing. This will take part on our next whole School Enrichment Day on Thursday 28 June 2018.

Work Shadowing forms an important part of our students’ introduction to the world of work, where they accompany a parent, relative or family friend to work for the day.

Full details of the work experience day and what you are required to do now are included on the attached Guidance Notes for Parents. We also attach Guidelines for Employers which you may wish to show to your employer. Once you have received approval from your employer to take your son/daughter to work on 28 June, please print out and complete the attached Parental Consent Form and Placement Agreement Form, and return them to Mrs Pickford no later than Friday 8 June 2018.

We look forward to working with you to make this work shadowing project a rewarding and valuable experience for your son/daughter. In the meantime, should you have any queries which are not answered in the attached guidance notes, please do not hesitate to contact me.

Yours sincerely

Mrs L Pickford
Head of Careers & Work Related Learning