25 April 2019

Dear Parents and Carers

**Year 8 Work Shadowing Project**

**Enrichment Week – Monday 15 and Tuesday 16 July**

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 two days of Work Shadowing. This will take part during our whole-School Enrichment Week at the end of the Summer Term. Details about the arrangements for the remainder of Enrichment Week for Year 8 will be circulated to you in the next few weeks.

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

Full details of work shadowing 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 15 and 16 July, please print out and complete the attached Parental Consent Form and Placement Agreement Form, and return them to Mrs Pickford no later than **Friday 21 June 2019**.

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
Acting Director of Operations
Head of Careers