

## **Y10 - WORK SHADOWING DAY - FACT SHEET**

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

### **When are the World of Work Days?**

Work Shadowing for Year 10 students, are taking place on **Monday 14th and Tuesday 15th July 2025**

### **What is Work Shadowing?**

It is an opportunity for students to go to work with a parent/guardian, relation or family friend for the day/days and get a real-life insight into the world of work. The job students 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. Your child needs to experience a real work environment, schedule and get to grips with some genuine tasks - anything from icing cakes, filing, weeding, sending emails, planning a meeting ... whatever is in a normal day's work!

### **Why work shadow?**

Students will be able to get 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 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 do not work or cannot 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 child has a real desire to experience a specific profession and has access to someone who works in that field, they may approach them and request a placement.

### **Is it safe for me, my family member or friend to take my child to work?**

Once your child has completed the Initial Student Form in the UNIFROG Careers platform, we will then contact the Employer to ensure that they have the relevant Health & Safety, Safeguarding and Insurance Policies in place.

### **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 you on the 15th and 16th of July. Encourage your child to see the educational benefits that this experience will give both now and in preparing them for life beyond the classroom. Please support your child to complete the on-line Initial Student Placement Form in Unifrog by **Friday 23rd May 2025**

### **How can I prepare for the day and 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/guardian and get to grips with tasks that crop up on a regular business day. Understandably there may be some elements of a job that children 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 child to experience. This might be writing a simple letter or email, planting some vegetables, serving a customer or even icing a cake – the day can be flexible to fit in with the nature of your business.

### **Handy Hints and Tips**

- Please make sure you give your child a taster of as many aspects of your job as possible by dividing the days into small, manageable chunks.
- There is plenty of time to prepare a programme for the day and discuss the tasks that you will be working on with your child in advance.
- It might be useful to have a colleague on standby in case something unexpected disrupts the day.
- Remind your child that a working day is longer than a school day – which may come as a bit of a shock to many of them!
- Try to stick to the programme – that way everyone knows where they are
- Take your child 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/guardians disappear to each day!
- Encourage your child to ask questions, make notes and collect leaflets and handy items to use when completing their diary, and evaluation of the day.
- Ensure that you set aside some time for your child to complete their work shadowing diary
- Above all, try and make the day interesting, hands-on and fun!

### **What happens after the work shadowing experience?**

Students will be asked to fill in a diary relating to their work shadowing days. Additionally, each student will be presented with a certificate to acknowledge their participation and act as a reminder of their work shadowing day.

### **What happens if I cannot provide a work shadowing experience?**

Please support your child to look for an alternative place that may not involve a family member.

### **Where can I find out more information?**

There is full details of our Work Experience Programme, along with slides and resources to help your child search for and secure a placement on our school website:

<https://www.whickhamschool.org/careers/work-experience/>

If you have any queries or concerns that are not answered in the above information, please contact either myself or [dross@whickhamschool.org](mailto:dross@whickhamschool.org) Miss Envy, Y10 Achievement Co-ordinator [lenny@whickhamschool.org](mailto:lenny@whickhamschool.org) or Mr Houston, Head of Year 10 [ghouston@whickhamschool.org](mailto:ghouston@whickhamschool.org)