

Stanborough



Mathematics & Computing Academy

Headteacher: Mrs M John

March 2023

Dear Employer,

Year 9 Work shadowing Day – Monday 17th July 2023

Thank you very much for agreeing to take part in our Year 9 Work Shadowing Day. The day gives students the chance to explore career opportunities and supports their studies. Students will be encouraged to ask questions about the routes people took into their careers, and to understand what needs to be done now to begin planning their own futures.

It is not work experience and they are not working for the day, however they may take part in low risk hands on activities and all students will have some tasks to complete.

I hope the following information will be useful in helping you to plan a day that is enjoyable and useful for you and the visiting student, especially if they are not spending all their time with a family member.

- Remember that the format of the working day will be unfamiliar to your visitor; please explain the format of the day, any relevant health and safety issues, the location of toilets, when breaks will be etc
- Introduce them to other employees and avoid leaving them on their own
- Try to give them some practical tasks to do, remembering this is a taster and eye opener to the world of work – a variety of activities would be most effective
- Practical arrangements; inform your visitor in advance if they need to bring a packed lunch; be clear on the times for the start and end of the day, remembering that they will be very tired by the end of the day
- Try to explain how all parts/departments of the company fit together, so what's seen can be placed in context.
- Students enjoy having something to take away with them to trigger memories and reinforce messages received on the day (some may wish to take photos if allowed)
- It may be helpful for your visitor to wear a name badge

The overall objective of the day is for your visitor to see how all the different jobs at your workplace fit together and what opportunities there are for people to progress to senior jobs.

We are using a platform called Unifrog to collate all information about the placements and Employer Insurance. Once the student has created the initial form for a placement and added the employer contact details, an email will be sent for the employer to fill in. Please do look out for an email from Unifrog which will give you access to fill in the required information.

Thank you in advance for your assistance in facilitating this day.

Yours faithfully

Mrs Armitage
Deputy Headteacher

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