

Stanborough



Mathematics & Computing Academy

Headteacher: Mrs M John

4th April 2025

Dear Parents/Carers,

Year 9 Work Shadowing Day

As part of our Work Related Learning curriculum, there will be a Year 9 Work Shadowing Day on **Monday 14th July 2025** which will involve your child.

As part of the school's careers strategy programme, we would like you to make arrangements for your child to experience a day in the workplace on **Monday 14th July 2025**. This could be with a parent, relative, friend or neighbour. It is hoped that a **shadowing** day in the workplace will enable students to learn a great deal about the world of work and help them consider future choices.

Your child will be encouraged to go into the work place and to ask questions. They will find out how people moved into the job they are doing and to understand what they need to be doing now to help begin planning their future.

Certain workplaces can be dangerous. As parents or carers you need to consider whether your child should be taken into such an environment and if so, due precautions should be taken to ensure that **all** Health and Safety procedures are closely followed.

For insurance purposes our students must be covered by the individual company's insurance policy under their public liability, therefore I would be grateful if you could ensure the employer has this information and that it is current and up to date.

As part of our Unifrog subscription, we can now manage all the documentation required for a placement online. Once your child has secured the offer of a placement, they can use the 'Placement' tool on Unifrog to enter the details and contact information. This will then prompt forms to be sent to both the employer and the parent/carer to give consent. Year 9 students will be shown after Easter how to enter the information on Unifrog. **Failure to complete this process fully on Unifrog will result in the placement not being able to take place.**

All students will need to have filled in the initial placement form on Unifrog by **Friday 25th April 2025**.

Accompanying this letter is also one addressed to the employer of the organisation where you would like your child to visit. Please pass this onto to the employer on behalf of the school.

The success of the day depends upon your active support in organising a placement for your child. We would be grateful if you could support your child with researching and securing a placement over the Easter holidays.

If you have any further questions about the day, please contact me.

Yours faithfully

Mrs Armitage
Deputy Headteacher

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