



Moorside
High School

Enriching Lives, Inspiring Ambitions

May 2023

Year 10 Work Shadow Day – Thursday 13th July 2023.

Dear Parents and Carers,

As part of our careers programme, we are looking to reintroduce an opportunity for Year 10 students to gain experience in the world of work, via having a “work shadow day”. This will be a day where students can go to work with a parent, relative or another trusted adult and spend the day at their workplace. The idea is to give the students an opportunity to learn about the different roles and tasks involved in the company and gain an insight into what a typical working day may be like in a particular job sector.

The date we have allocated for this work shadow day is **Thursday 13th July 2023**. On this day, all Year 10 students who have confirmed an employer to shadow for the day will not be in school but will instead spend the day with their employer. Details regarding start and finish times are to be agreed with the employer, as well as lunch arrangements and dress code.

For students to confirm a work shadow day, we require consent from both parent/carer and the employer, along with details about the placement – including confirmation the employer has employer liability insurance (This is required as part of our risk assessment).

For the work shadow placement to be authorised, please complete the following two documents **by Monday 12th June 2023**:

1. Consent via the [ParentPay](#) app (*Please complete the details required on the “Year 10 Work Shadow Day” option*)
2. The chosen employer for the work shadow placement must complete the Employer Placement form, please click here to access. [Employer Placement Form](#)

Students will have a booklet to complete during the work shadow day and hard copies will be given to the students the week before. This is an exciting opportunity for Year 10 students to explore the work environment, and hopefully help them start to consider the options they have available as they approach Year 11 and their final year with us at Moorside High School.

Year 10 students who are not able to confirm a work shadow opportunity will be required to be in school as usual. Those students unable to arrange a work shadow day, will have a collapsed timetable and will receive talks from employers as well as complete some virtual work experience sessions. Any student who is not in school or at a placement on this day, will be contacted by the attendance team and will receive an unauthorised absence.

If you have any questions around the event, please do not hesitate to contact our careers team, or Head of Year 10 - Miss Aitken.

Thank you for your continued support

Mr S. Mills,

Assistant Head Teacher (Personal Development)

Mr S. Farmer

Careers Adviser

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