



SHENFIELD HIGH SCHOOL

Shenfield High School
Alexander Lane
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Essex
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February 2024

Y9 SHS Work Taster Day Easter 2024 Saturday 30th March – Sunday 14th April 2024

Throughout your child's time at Shenfield High school they will be involved in a variety of careers opportunities run by the Careers Department and Social Science team. These make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, while also helping them make decisions and manage transitions as learners and workers.

Year 9 students are currently following a Careers Unit in Social Sciences lessons. As part of this, students are expected to take part in the **SHS Work Taster Day** where students will gain a real and meaningful insight into the world of work.

Students are being asked to **accompany a parent, or other named adult, to their workplace for one whole day during the forthcoming Easter holidays**. This can be a parent/guardian, sibling or other family member over the age of 18, or any other family friend or contact that you would be happy for your child to accompany to work for the day. At this stage, we are hoping that students gain a worthwhile experience of the world of work and therefore it does not matter if you do not have a contact within the particular industry your child is interested in.

Prior to the day students will be given a log book to record and reflect on their experiences during the day. It will include a range of prompts and tasks to research and complete during the placement. During the day it is intended that students take time to observe, shadow and speak with both employers and employees.

The aims of the day include helping students to understand the roles and responsibilities of different employees in an organisation, reflect on their strengths in relation to work, communicate confidently with their peers and adults and relate future job opportunities to their personal qualifications and skills.

Year 9 Work Taster Day can take place on **any day during the Easter holidays 2024**. We ask that you arrange for your child to accompany you (or another family member or contact) to your workplace. Once arranged please complete the form attached and either return it to Mrs Utton at l.utton@shenfield.essex.sch.uk or ask your child to return it to their social sciences teacher by **Monday 18th March 2024**.

Please note it is the responsibility of the parent/guardian to ensure correct supervision of their child whilst on placement and that the insurance held by the workplace covers the student which most employers have.

If you have any queries, please do not hesitate to contact me at the school.

Yours faithfully

Miss A Kadem

Careers Leader

A.Kadem@shenfield.essex.sch.uk

L E A R N I N G F O R L I F E

Headteacher: Clare Costello

Registered in England and Wales No. 7898905

Shenfield High School

Work Taster Day

This form must be returned to your child's Social Sciences teacher or Mrs Utton at l.utton@shenfield.essex.sch.uk by Monday 18th February 2024

Student Name:		Tutor Group:		Social Sciences Teacher	
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FORM To be completed by parent / guardian	
<p>Please tick the appropriate box:</p> <p><input type="radio"/> I will be taking my son/daughter to my place of work</p> <p><input type="radio"/> I will be arranging for my son/daughter to be accompany a relative / friend of the family to their place of work</p>	
<p><u>Company / Workplace Details</u></p> <p>Employer:</p> <p>Brief details of the type of work:</p> <p>Date of placement:</p>	
<p>Declaration:</p> <ol style="list-style-type: none">1) As a parent/guardian of the student named above, I can confirm that I understand and agree to my son/daughter taking part in the SHS Work Taster Day2) As a representative of the employer named above, I agree to the student named above, working on the employer's premises in accordance with Health and Safety and Work Acts.3) I agree to check employer's liability insurance is in place prior to taking my child to work.	
Name of Parent /Guardian <hr/>	
Parent /Guardian Signature <hr/>	Date <hr/>