



**THE
BURGESS HILL
ACADEMY**

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Our Ref : LDN/World of Work Week

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Principal: Mr Jon Francies

3 February 2022

Dear Year 10 Parents and Carers,

Year 10 Introduction to the World of Work Week – 11th to 15th July 2022

Following on from the success of Year 10 Career Insights week last year, we would like to advise you of our plans for our current Year 10. We will be holding an Introduction to the World of Work week from 11th to 15th July 2022.

Given the current situation and the pressures the pandemic has put on local employers, we do not feel the traditional week of work experience would be feasible this year. We have therefore planned the following;

To start the preparation, as part of National Careers Week, on Thursday 10th March Year 10 students will receive an assembly from a HR Consultant who will give valuable insight to students on how to create an eye catching curriculum vitae (CV). This will be followed up during tutorial sessions to support all students in writing their CVs.

During w/c 11th July, we will be holding an extensive programme of talks from a variety of industry sectors which students will be able to opt into. In addition to this, we have some activities planned around preparing for interviews.

We would still like students to experience the workplace and gain an understanding of the working world prior to making decisions about their Post 16 education. We are therefore offering the opportunity for students to work shadow a family member for one day during this week. If students are interested in participating in this, once you have gained agreement from the company, we will need the following information:

- The name and address of the company
- Name of the person in the company agreeing to the placement
- Details of the type of work your son/daughter will be shadowing
- Which day of the week has been agreed



We must emphasise, this placement would **only** be shadowing and there are limits to the type of workplace that would be suitable: a construction site would not be permitted. The student would be the responsibility of the family member during this day. Details must be provided to me by May half term on the attached form so that I can provide you with the necessary paperwork to authorise the work shadow.

There are also a variety of virtual work placements during school holidays on offer and as these come into the school, I will forward these on. Please bear in mind that these virtual placements are not run by the school and we have no input in them. Students should only sign onto the placements with permission from parents and supervision may be required if an activity is on a one to one basis.

I very much hope that your son/daughter will enjoy the programme we have put together and ultimately, gain a clearer understanding of the "World of Work" and the opportunities that are available to them.

If you have any queries regarding the above or wish to discuss the Work Shadow day further, please do not hesitate to contact me at L.Dorgan@theburgesshillacademy.org.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Dorgan', written in a cursive style.

Mrs L. Dorgan
Careers Leader

THE BURGESS HILL ACADEMY – YEAR 10 WORK SHADOWING REQUEST

I/We would like our son/daughter to participate in the Year 10 work shadow day during week commencing 11th July 2022. Details of the agreed place are below:

Name of company agreeing to the work shadow day	
Address of the company	
Name of person at the company agreeing to the placement	
Name and relationship of accompanying family member who will be responsible for supervising my son/daughter	
Telephone number of the company	
Day of week student will be attending placement	
Type of work the student will be observing	
Confirmation that the company has applicable Employers' Liability Insurance and has been shown the attached information sheet	

Please read the following carefully and sign below to confirm your agreement:

- I wish to take part in the Work Shadow day and undertake to accept total responsibility for my child whilst they participate in this event.
- I am aware that the insurance arrangements at the host organisation need to be checked with them, by me, in advance to ensure that they meet requirements.
- The employer has agreed to my child attending the workplace on the stated day.
- I have notified the employer of any special needs that may be relevant to my child's safety and that of others on the visit.

Signed Parent/Guardian

Date

I confirm that I have seen the Information Sheet, our company has the relevant insurances and we understand that this placement is for **observation only**.

Signed Employer

Date

To be returned to Mrs Dorgan by no later than Friday 26th May 2022.

Information for students, parents, hosting employers and workplace supervisors

Work shadowing offers an amazing opportunity for students to spend time with a family member following their usual work routine in order to gain a first-hand understanding of the roles, responsibilities and skills associated with a real working day. Exciting opportunities often come from family contacts and as they are observational, they do not require more stringent checks involved with hands on work experience placements. However, there are still steps that can be taken to reduce or eliminate risk of accident or injury and to make the day successful.

All parties involved in organising the day must understand their roles and responsibilities and what is required for the school to be able to approve the visit.

The Academy needs assurances from those involved that reasonable efforts have been made to ensure that the day is properly organised and safe and that appropriate supervision and insurance is in place. We will contact you if we have any concerns over the proposed visit.

The employer or organisation will need to have been given this information by the family member seeking the opportunity to organise a work observation day. If they are able to help by hosting a visit, they must ensure:

- They have a package of Employer's Compulsory Liability and Public Liability insurance which will cover the student (who is under 16 years of age) as a visitor
- The staff understand that this is **observation only** and not hands on work experience
- The student will be directly supervised throughout the visit
- The student will be given a health and safety briefing and provided with any personal protection equipment and clothing necessary

The student must understand that they have responsibilities for their own health and safety and that of others during the visit they must:

- Follow all health and safety instructions and use the personal protective equipment and clothing they may be required to use or wear
- Make sure they make the best of the opportunity and respect the "trade secrets" of the employer
- Take a copy of this information on this visit to show anyone who seems unsure of the purpose of the visit and what it should and should not involve

The parent must provide the employer and the school with any information on the student's special needs that may be relevant to their safety and that of others on the visit and satisfy themselves that they are happy with the travel, visit supervision and lunch arrangements.