



Bishop's Hatfield Girls' School

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January 2024

Dear Parent/Carer,

Year 8: Work Shadowing Monday 29th April 2024

The Year 8 work shadowing day is an extremely important opportunity for your child to spend a day out of school visiting a workplace of your choice to shadow a member of staff to understand a little more about the working environment and the employability skills used day to day.

Our pupils very much enjoy this day and as this is a cornerstone of our careers education in Year 8, all of the pupils are expected to take part. This day will support work covered in Life Skills on the nature of work and the importance of developing transferable skills for employment. We have worked closely with a number of large local employers in recent years who are always impressed that our pupils have taken up this opportunity in Year 8. This day also helps the pupils to recognise the skills they develop in school and how such skills apply in a workplace environment.

I appreciate your support in finding a workplace for your child to visit for the day.

The shadowing day can be in any working environment you choose and feel comfortable with for your child. This should be with either yourself, a member of your extended family, friends, neighbours or community groups that you know well. Your child should accompany this adult to work and observe / help with all that a day at work entails. This does not need to be linked to their future career thoughts and ideas.

In the unlikely event that you are unable to make arrangements for your child to participate in this important day, your child will be in school for the day, in full uniform, for a series of work related learning written tasks with teachers.

Please complete the form attached below and return to Mrs Braybrook in the School Office. It is vital that all parts of the forms are **completed and returned by Monday 18th March or earlier**.

Many thanks again for your support and please do contact me directly with any questions.

Yours sincerely,

Mrs J Higgins

Head of Careers

jhiggins@bishophatfield.herts.sch.uk

"Pupils flourish and support each other to succeed"

