



# Beaumont School

Oakwood Drive St Albans Herts AL4 0XB t: 01727 854726 f: 01727 732932  
www.beaumontschool.com e: admin@beaumont.herts.sch.uk  
Headteacher: Mr M Atkinson e: head@beaumont.herts.sch.uk

8 February 2019

Dear Parents/Carers

## Year 7 Work Shadowing (Forms R, N, and S) Wednesday 6 March 2019

As part of the curriculum enrichment programme for Year 7, **Wednesday 6 March 2019** is a 'Work Shadowing' day for all students in Forms R, N, and S. On this day, students do not attend school. Instead, they will have the opportunity to experience a 'day out at work'. This also forms part of the Beaumont's Careers and Work-Related Education Programme.

The objective of the day is to enable your child to gain a better understanding of the world of work by providing them with an early idea of the opportunities that await them beyond their time at school. The most effective way to support this aim is to secure a suitable placement for your child. It is most common for students to accompany a parent/carer to their place of work. Alternatively, I would also advise looking to other family members, family friends and neighbours to arrange a day of shadowing. It is compulsory for students in Year 7 to take part in this programme.

As a school, we are required to collect certain information from parents/carers to ensure that the placement is suitable. Therefore, it is important that all sections of the attached form are fully completed, including the section on insurance.

In cases where a parent/carer is also able to host a placement for a student in the year group who may have difficulty sourcing one of their own, I would greatly appreciate if this could be indicated on the attached form.

I should be grateful if you would return the attached form to the box labelled 'Work Shadowing' outside the Finance Office by no later than **Wednesday 20 February**. Early responses would be greatly appreciated for purposes of forward planning.

Students will be tasked with recording and reflecting on their experience of work and I look forward to learning about these after the day has concluded.

Yours sincerely

A McLean (Ms)  
Second in English Department





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## Work Shadowing Reply Form (Form R, N, and S) Please return by Wednesday 20 February 2019

<b>Name</b>		<b>Form</b>	
<b>PART A: PLACEMENT DETAILS</b>			
I can arrange for my child to be accommodated at a place of work for the day on Wednesday 6 March		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, please complete the following details:</b>			
Name of Workplace			
Name of Supervising Adult			
Contact Number of Supervising Adult			
Workplace Address			
<b>PART B: INSURANCE DETAILS</b>			
In connection with the proposed work shadowing placement for the student named above, it is necessary to confirm that the suggested organisation has the relevant insurance cover. Please confirm this by ticking the boxes below:			
1. Public Liability Insurance		<input type="checkbox"/>	
2. Employer's Liability Insurance		<input type="checkbox"/>	
I confirm that the above information is correct and that as the parent/carer of the above child, I have overall responsibility for them on this day.			
<b>Signed</b>		<b>Print Name</b>	
			<b>Date</b>
<b>PART C: ADDITIONAL PLACEMENT</b>			
1. Are you able to arrange a work shadowing placement for a student other than your own child?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. If so, please give details in this box, including the number of students that are able to be accommodated.			



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