

29 April 2022

Dear Parent/Carer

Medina College will be participating in an annual 'Work Shadowing' event on Thursday 14 and Friday 15 July 2022.

This opportunity aims to give Year 10 pupils an initial insight into a working environment and to continue to encourage them to plan for their future. We feel that students gain a great deal from this experience and truly helps them towards decision making altogether regarding careers and education.

Students can attend work with a parent/carer, other relative or friend.

To enable us to know which children will be taking part we would be grateful if you could complete and return the attached form to Miss Tanya Norris in the Careers Office as soon as possible and no later than Wednesday 24 May 2022. This will provide three weeks to ensure the form is signed by the employer.

It is also essential that participating employers have the required insurance to allow a young person on site, however the safety and general conduct of the student will be the responsibility of the parent/carer for the day.

Students not participating will be expected to attend lessons as usual.

Unfortunately your child will not be allowed to participate unless we have a completed form.

I will not contact the employer or yourself and will organise this based on the information you provide. I will contact you only if I have any queries.

If you require any further information please contact:

Tanya Norris on 301384 or tanya.norris@iwef.org.uk

Yours faithfully



Miss Tanya Norris
Careers Leader

WORK SHADOWING - YEAR 10 PUPILS

Thursday July 14 and Friday 15 July 2022

To enable the placement to take place, please complete both sections of the form.

SECTION 1

Name of Child.....

Tutor Group..... D.O.B.....

PARENTAL APPROVAL

I am willing for my child to participate in the 'Work Shadowing' and will be making arrangements for my child to be out of school on Thursday 14 July and Friday 15 July 2022.

Signed..... Date.....

Please print name.....

SECTION 2

EMPLOYER'S CERTIFICATE / REGISTER (To be completed by Employer representative)

Employer/Company Name

Contact Name

Address

.....

Telephone Number

I confirm that my company has in force a current Employer's or Public Liability Policy which will provide adequate indemnity in respect of liabilities which may attach to them arising out of accidents sustained by pupils attending the premises above for the purpose of 'Work Shadowing'. Insurers are aware of and have confirmed cover for the scheme.

Signed..... Date.....

Please print name.....

Please return this form to Miss Norris in the Careers Office no later than **Wednesday 24 May 2022**