

30th March 2017

Dear Parent/Guardian,

Re: Year 7 Activities Week: Monday 10<sup>th</sup> July – Friday 14<sup>th</sup> July 2017

For those students who are not going on the trip to Green Park either from Monday 10<sup>th</sup> July to Tuesday 11<sup>th</sup>, or Tuesday 11<sup>th</sup> to Wednesday 12<sup>th</sup>, there is a programme at school in place as shown below. Please note that this is not an optional programme and attendance is compulsory.

<b>Monday 10th</b>	<b>Tuesday 11th</b>	<b>Wednesday 12th</b>	<b>Thursday 13th</b>	<b>Friday 14th</b>
ACD Green Park trip		Activities at school	Thorpe Park	Work shadowing
Activities at school	Activities at school		Volunteering activities	
GJP Green Park trip				

As part of our PSHE and careers programme, we would like them on Friday to shadow a parent/carer or nominated close family member to allow them to experience a work environment under controlled conditions.

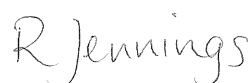
Experience of a working environment forms part of an integral part of Careers Education and Guidance (CEG) programme being delivered within PSHE at Kings Langley School. CEG is a statutory requirement now for all students from Year 8, but we feel that the experience would be beneficial for year 7 as well.

Work shadowing provides students with the chance to sample a real working environment and the majority of them will gain valuable skills and experience, even if it shows them what they 'don't want to do' when they leave school. We are keen that every student is given a placement that they feel comfortable with, hence shadowing a family member.

We would be grateful if you would complete and return the attached Work Placement Agreement form as soon as possible and pass the Employer information letter in to the relevant company contact.

Many thanks and we hope that you will support us with this initiative. Please do not hesitate to contact me on 01923 264504 if you would like any further information.

Yours faithfully



Mrs Jan Wright  
Information Advice and Guidance Co-ordinator

Mrs Ruth Jennings  
Deputy Head teacher

## WORK PLACEMENT AGREEMENT FORM

**'A Day to Work' Day  
Friday 14th July 2017**

### PERSONAL DETAILS

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M / F

Home Address \_\_\_\_\_ Tutor Group \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

### PLACEMENT DETAILS

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

Type of work \_\_\_\_\_

I am prepared to offer a work placement to this student on Date...

The person supervising this student (Name) \_\_\_\_\_ Signed \_\_\_\_\_

Company Contact (please print) Mr / Mrs / Miss / Ms \_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

### PARENT/CARER AGREEMENT

I, the parent / carer of this student agree to him/her taking part in this work placement and confirm that he/she will be able to travel to this placement, and that I or my nominated representative take full responsibility for the care of him/her during the placement

Signed  
Parent/carers) \_\_\_\_\_ Name \_\_\_\_\_

Nominated representative (if applicable) \_\_\_\_\_ Signed \_\_\_\_\_

24<sup>th</sup> March 2017

Dear Sir/ Madam


Information for Employer – Year 7 “Go to work” days  
**Friday 14th July 2017**

As part of our activities week programme, a number of our students are being given the opportunity to go to the workplace with a parent/ carer or nominated close family member.

The purpose of this initiative is to provide students with the opportunity to sample a real working environment and to gain valuable skills and experience. Experience of a working environment forms an integral part of the Careers Education and Guidance (CEG) programme being delivered within PSHE at Kings Langley School. CEG is a statutory requirement for all students from Year 8, but we feel that it is important to start as soon as possible. The experience of work forms an integral part of this programme and will hopefully have a positive impact on each child and their future.

I hope that you are able to support us in this initiative by allowing a student to access to your working environment. Please do not hesitate to contact me if you need any further information.

Yours faithfully



Mrs Jan Wright  
Information Advice and Guidance Co-ordinator

Mrs Ruth Jennings  
Deputy Head teacher