18th November 2026

Dear Parent/ Guardian,

Re: Work Shadowing 2027
Year 7: Monday 19th July; Year 8 Thursday 22nd July; Year 9 Tuesday 20th July

As part of our PSHE and careers programme, and as part of activities week, we would like all key stage 3 students 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 7 and there is an expectation that all Key Stage 3 students should access five days of experiences of the workplace.

Work shadowing provides students with the chance to sample a real working environment and many 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 shadowing a family member or a family friend – someone that has taken responsibility for your child.

Please note this is not work experience – students should not be contacting primary schools and other workplaces as there will be no one there who will be responsible for your child. Work experience also requires further child protection, health, and safety checks as well as further insurances.

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 onto the relevant company contact.

Many thanks and we hope that you will support us with this initiative. **If your child is unable to find a placement, they will be expected to be in school to do an alternative work experience workshop**- please let us know if this is the case so that we can plan to accommodate the right numbers.

Yours faithfully

R Jennings Jan Wright

Mrs Ruth Jennings
Deputy Head teacher

Mrs Jan Wright
Careers Information Advice and Guidance Lead

WORK PLACEMENT AGREEMENT FORM

'A Day to Work' Day 2027
Year 7: Monday 19th July; Year 8 Thursday 22nd July; Year 9 Tuesday 20th July

PERSONAL DETAILS

Name:
Tutor group:
Date of Birth:
Gender:
Home Address:

Postcode:
Parent/Carer Name:
Home Telephone:
Work Telephone:
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 is: (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

Name:
Signed: (Parent/carer):

PLEASE RETURN TO MRS JENNINGS AS SOON AS POSSIBLE

Dear Sir/ Madam

Information for Employer – “Day to work” days

As part of our activities week program and to support our Careers Education provision, a number of our students are being given the opportunity to go into 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 in a working environment forms an integral part of the Careers Education, Information, Advice and Guidance (CEIAG) program being delivered within PSHE at Kings Langley School. CEIAG 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 being provided 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 your working environment. Thank you and please do not hesitate to contact either of us if you need any further information.

Yours faithfully





Mrs. Jan Wright
Careers Information Advice and Guidance Lead

Mrs Ruth Jennings
Deputy Head teacher