

16<sup>th</sup> January 2026

Dear Parent/ Guardian,

Re: Work Shadowing  
Year 7: Monday 20<sup>th</sup> July; Year 8 Thursday 23<sup>rd</sup> July; Year 9 Tuesday 21<sup>st</sup> July

As part of our PSHE and careers programme, and as part of activities week, we would like 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 in Key Stage 3 students will be able to 5 days of experiencing work placements.

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 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 work places as there is no person who has responsibility for your child. Work experience 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 into 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 Ruth Jennings   Mrs Jan Wright  
Deputy Head teacher   Information Advice and Guidance Co-ordinator

## WORK PLACEMENT AGREEMENT FORM

**'A Day to Work' Day**  
**Year 7: Monday 20<sup>th</sup> July; Year 8 Thursday 23<sup>rd</sup> July; Year 9 Tuesday 21<sup>st</sup> 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 BY 22<sup>th</sup> MAY 2026**