

John Masefield High School and Sixth Form Centre

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Andrew Evans BSc MA

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Andy Collard BA



November 2016

Dear Sixth Form Parents/Carers

SIXTH FORM WORK SHADOWING

In order to develop students' understanding of the skills and qualities required for the world of work, we are suspending lessons on **Tuesday 31 January 2017** to give students the opportunity to organise their own work shadowing.

Ideally this should be in an industry in which the students are potentially interested. However, where this is not possible, having experience in any place of work or industry will still be valuable to observe and discuss general employability skills.

NB: If students are considering working in a Primary School they will need to make an application to Mrs Arlott rather than applying direct and she will then send an endorsing letter to the school.

We would like students to inform us of any arranged placements by **Wednesday 4 January** and would ask if you could confirm this by returning the slip below by this date.

Please contact me if you should have any query.

Yours sincerely

M Hawksworth

Head of Sixth Form / Assistant Headteacher

To: Mr Hawksworth, Head of Sixth Form

SIXTH FORM WORK SHADOWING - TUESDAY 31 JANUARY 2017

I confirm that my son/daughter has secured a work shadowing placement and the details are as follows:

| | |
|-------------------------------------|---|
| Name of student | |
| Details of work shadowing placement | Name of company: |
| | Address: |
| | Name of Contact: Telephone No / email: |

I understand that it is the responsibility of the parents/carers to: arrange transport; ensure the work placement is in a safe environment, with appropriate public liability insurance to cover accidents, injuries and loss or damage to property etc and that the activities involved are suitable.

Signature of Parent:

Date:

Please print name:
