

Glenlola Collegiate School

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Dear Parent/ Guardian

March 2018

The School is offering an opportunity for you to arrange a work shadowing placement for your daughter in Year 11. The aim is to allow your daughter the opportunity to experience the working environment and to gain some knowledge of what a particular job or career entails. The dates allocated for this are Tuesday 12th and Wednesday 13th June 2018.

We emphasise that this is an **optional** work shadowing placement which may be beneficial for some students at this stage of their education. However, given the young age of students in Year 11, we would like to alert you to the fact that many employers report, unfortunately, being unable to cooperate in providing such an opportunity. If you wish to seek out an employer who is willing to accommodate a placement, then the School can provide you with the relevant insurance indemnity paper work which employers will be required to complete (further information on this will follow for those who indicate that they wish to arrange a placement for their daughter).

Please be assured that regardless of whether you are able to organise a placement for your daughter at this time, she will have a further opportunity to arrange and participate in work shadowing in our well established and very successful Year 13 Work Experience Programme. Please note that students who choose to arrange and attend a placement this year, will be required to catch up on any work missed from their normal classes which will continue during the two days.

In order for your daughter to participate in and continue to receive further instructions about organising a work shadowing opportunity in Year 11, your written agreement to arrange her placement is needed. If your daughter has any medical condition which might affect her on work experience, it is essential that you record this on the consent form (below). Please complete and return the form to me (in room U11) **by Friday 27th April**. I hope that this deadline will give you ample time to consider this proposal and explore the likely availability of a suitable placement for your daughter with an employer.

Yours faithfully

Mrs J Barr
Careers Assistant

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GCS YEAR 11 OPTIONAL WORK SHADOWING SCHEME

I wish to take up the opportunity to organise a work placement for my daughter.

_____ (name) Form Class _____ **on Tues 12 & Weds 13 June 2018.**

I agree to ensure that necessary insurance documentation is completed by the employer, in due course (further information on this will follow). Is there any medical (or other) condition which the employer should be made aware of in order to help ensure your daughter's safety?

Yes No

If yes, please give details _____

Signed _____ (Parent/Guardian) Date _____