

7th January 2026

Dear Parent/Carer,

Year 9 Work Shadowing Day – Tuesday, 10th March 2026

I am emailing to remind you about our Year 9 Work Shadowing Day which is taking place on Tuesday, 10th March. Thank you to parents/carers who have already submitted the form below, we do not require any additional information from you at this time.

Recently, the Government made significant changes to guidance on careers education in schools, including during Key Stage 3. From September 2025, schools are expected to offer employer-led opportunities for Key Stage 3 students, such as work shadowing, employer-set tasks, or workplace visits. As a result of these changes and as part of our Careers Education, Information, Advice and Guidance Curriculum, Year 9 pupils are invited to participate in a 'Work Shadowing Day', where it is intended that students gain an insight into a workplace and the wider world of work.

Work Shadowing Day will take place on Tuesday, 10th March. On this day, all students in Year 9 are given the opportunity to accompany a parent/carers or other named trusted adult, to their workplace. We consider this a valuable personal development opportunity for students and an excellent introduction to Work Related Learning. The Work Shadowing Day helps students to appreciate the value of the skills that they are learning in the classroom and boosts their confidence as well as develops their practical and social skills.

During the day, it is intended that students are able to observe, shadow and speak with both employers and employees. The aims of the day include helping students to understand the role and responsibilities of different employees in an organisation, understand the routines involved in the organisation, prepare for change, reflect on their strengths in relation to work, communicate confidently with their peers and adults and relate future job opportunities to their personal qualifications and skills. Students can undertake tasks that would be given to a junior employee and can 'shadow' other workers. As the placement is only for one day, the student should be classed as a 'visitor' to the workplace to observe, shadow and take part in working practices that they would not normally encounter on a normal school day.

Please note that this is not a traditional 'work experience placement' and your child will be considered a visitor at the workplace. Therefore, it is the responsibility of the parent/carers to ensure correct supervision of their child whilst at their chosen workplace and that the placement holds relevant insurance that covers the student throughout the day.

Your child is expected to attend school as normal on Tuesday, 10th March if they are unable to participate in the Work Shadowing Day. Students who are not participating will instead attend employability related sessions in school which will focus on developing skills within the world of work.

[Once an agreement has been made with an Employer of a parent/carers or other named trusted adult, a parent/carers must complete the Consent Form here.](#) The deadline to submit the form is Monday, 23rd February. Students will only be able to participate in the day if the Parent/Carers



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Consent Form has been submitted by the deadline.

[The Parent/Carer Consent Form should also be completed to indicate if your child will be attending employability sessions in school on Tuesday, 10th March in place of the Work Shadowing Day.](#)

We hope that the experience will prove to be worthwhile and enjoyable.

Yours sincerely,
Mrs L Collier
Head of Work-Related Learning

Year 9 Work Shadowing Day Information – Tuesday, 10th March

What is Work Shadowing Day?

Work Shadowing Day is when Year 9 students go to a workplace with a parent/carer or other trusted adult. Whilst students attending a workplace will be marked as ‘attending a work experience placement’, the Work Shadowing Day is not intended to be considered ‘work experience’ in line with our usual work experience policies and procedures followed in higher year groups. The Work Shadowing Day does not have to directly relate to any career aspirations that students may have. It is about the experience of attending a workplace in general – learning about getting to work, health and safety, time management, working with different people and achieving goals which they set for themselves. This can boost students’ practical and social skills as well as develop their confidence and self-esteem.

Where do students complete their work shadowing?

Most students go to work with one of their family members or a close family friend. Sometimes this is not possible (for example, where family members work in the emergency or armed services or in roles with restricted access) in these cases students can attend a workplace of another trusted adult. Employers are unlikely to accept a student unless they are with their parent or another trusted adult known to the student who works for the organisation and we would ask families not to approach employers unless they, or somebody they know and trust, works for that organisation.

When is the Year 9 Work Shadowing Day?

The Year 9 Work Shadowing Day takes place on Tuesday, 10th March. There will be no Year 9 lessons in school on that day as students are expected to go to work with a family member or other trusted adult. Any student who unable to attend a workplace on this day will need to attend school as normal on 10th March where employability sessions will take place on site for students who are not participating in the Work Shadowing Day.

Why does Darrick Wood School organise the Year 9 Work Shadowing Day?

As a secondary school, we are expected to work towards achieving eight Gatsby Benchmark Measures. Gatsby Benchmark 7 is specifically linked to the requirement for experiences in workplaces by the end of KS3, KS4 and again in KS5. We feel that students in Year 9 are at the right stage in their school journey to experience the workplace before making GCSE option choices. The Work Shadowing Programme is intended to be a gentle introduction to work related learning. Students are challenged to think about what it is like to go to work and to consider the type of career they might be interested in. They will begin to learn ‘soft’ skills such as communication, team building, time management and problem solving. It also gives them an appreciation of the relevance of what they learn in school to their career goals – and they gain an understanding of how their family members work to support them.

Is it safe for me to take my child to work?

Children will be classed as visitors on the Work Shadowing Day, so if the place of work accepts visitors, their current insurance policy should provide the relevant cover. Personal insurance for children can, of course, be obtained privately if you wish. There are some restrictions to workplaces that are not considered appropriate for students such as workplaces with hazardous and high-risk building sites with toxic chemicals, jobs that may involve a lot of driving, jobs where the named person is working remotely from home on Tuesday, 10th March, medical or counselling workplaces involving situations which may not be appropriate and workplaces that have an age restriction.

What hours should the students 'work'?

Ideally students should attend a placement in line with the duration of a normal working day for the job that they are doing. Family members can use their discretion to decide what the working hours should be, but normally we would expect a minimum of six hours and maximum of eight hours. Students will be travelling to and from the workplace with their parent/carer or named trusted adult and it is the responsibility of the parent/carer to ensure that appropriate travel arrangements are in place.

How can I prepare for the day and what tasks can the students do?

The key to the Work Shadowing Day's success is in the preparation. The idea is for students to shadow their parent/carer or named trusted adult and get to grips with the tasks that are undertaken in a regular business day. Understandably, there may be some elements of a job that children are not able to undertake, for example handling sensitive information or machinery, but generally there will be tasks that they can do.

The onus is on the parent/carer or named trusted adult to plan the contents of the day and identify which elements of their job will be useful for their child to experience. The day can be flexible to fit in with the nature of the business.

Please ensure that you give your child a taster of as many aspects of your job as possible by dividing the day into small, manageable chunks. There is plenty of time to prepare a programme for the day and discuss the tasks that you will be working on with your child in advance. It might be useful to have a colleague on standby in case something unexpected disrupts the day. Remind your child that a working day is longer than a school day – which may come as a bit of a shock to many of them! Above all, the day should be interesting, hands on and fun! Handy tips for the day:

- Try to stick to a programme – that way everyone knows where they are.
- Take your child on a tour of your work and introduce them to some of your colleagues – children are usually very curious of where their parents/carers go to work each day!
- Encourage your child to ask questions, make notes and collect leaflets and handy items to use when completing their Handbook and evaluating their day.
- Ensure that you set aside some time for your child to complete their Work Shadowing Handbook.

What type of jobs can students do on their Work Shadowing Day?

This will depend on where they are working, but in general we would hope that students are treated like a junior employee. They may be asked to carry out tasks such as filing, making hot drinks, photocopying, answering the telephone and running messages. Students could be involved in planned projects, designing products or take part in meetings where they are required to give their opinion. They should approach the day with an open mind and try to complete any task they are set. We encourage them to take the opportunity to ask co-workers lots of questions and stress the importance of respecting business confidentiality.

What should students wear on their Work Shadowing Day?

Students should dress in clothes appropriate to the job they will be doing, so this will vary accordingly. However, you should not need to buy special clothes for the day. Protective equipment should be provided by the organisation or parent/carer, if required.

What do students need to take to their Work Shadowing Day?

This will depend on where they will be working and what they will be doing. Students will need provision for lunch e.g. a packed lunch or arrangements will need to be made by their parent/carer or named trusted adult. In addition, all students should take their Work Shadowing Handbook which will be issued to them in the days leading up to the Work Shadowing Day.

How do students record and evaluate their Work Shadowing Day?

The Work Shadowing Handbook contains some preparation work which they can complete before the day as well as some tasks to complete on the day and a review of how things went and what they learnt. The handbook can be a useful tool on the day if there are times when the student is not so busy.

When should the completed handbooks be returned to school?

Students should return their completed handbooks to their form tutor on Wednesday, 11th March.

What happens to these handbooks?

The handbooks are checked by form tutors on Wednesday, 11th March, and a small prize will be awarded to the best overall completed handbook that is returned. All students who return their completed handbook will receive a certificate which can be kept for future reference.

Remembering to say Thank You

Employers are very generous in allowing our students to experience a work shadowing day. Please remind your child to thank the Employer and, ideally write or email them to say what they enjoyed about and learnt from the day.

Who do I speak to in school if I have further questions regarding the Work Shadowing Day?



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Mrs Collier, our Head of Work-Related Learning, is responsible for organising the Work Shadowing Day and will be able to answer any further questions that you may have. Please contact Mrs Collier at l.collier@darrickwood.bromley.sch.uk.