



Shirley High School

Performing Arts College

"Striving for Excellence"

Ck/WS sixth form information

11 June 2019

Dear Parents/Carers

Re: Sixth Form Work Shadowing – Tuesday 16 July 2019

On Tuesday 16 July your son/daughter should secure a one day work shadowing placement.

Work shadowing is an informal type of work experience where you observe someone in their role to understand how they do their job. It is unpaid and it aims to provide an insight rather than hands on experience. It will allow your son/daughter to explore specific careers and to get a realistic picture of the tasks performed for that job and perhaps make an informed decision about his/her career of choice. We strongly believe that completing a work placement is a valuable experience for our Sixth Form students and a useful addition to their CVs and their University applications.

Students have been briefed regarding the whole process and should be aware what is expected of them.

To ensure that everything runs smoothly and to allow time for the relevant paperwork to be completed, I have set a deadline for when I would like the forms to be completed by, which will be **Friday 5 July 2019**.

Your son/daughter is aware that he/she will need to take responsibility for his/her own placement and that part of the valuable experience is searching for a placement, as students would have to do after leaving school. Feel free to support and guide them, as we will in school; however he/she should be the driving force behind finding a placement.

Please find attached a few guidelines about the whole process. This will hopefully explain everything. If you do have any further questions, please do not hesitate to contact me at kelly@shirley.croydon.sch.uk.

Yours sincerely

Mrs C Kelly
Sixth Form Administrator / Work Placement Co-ordinator Sixth Form





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Sixth Form Work Shadowing

All students in Year 12 are expected to arrange their own work shadowing placement with the help of the school and parents.

The following points should be followed to secure a successful work shadowing placement:

1. The student must take responsibility for arranging the placement.
2. Placements should be arranged as soon as possible so the necessary paperwork can be arranged.
3. A placement can be secured anywhere and it doesn't have to be restricted to the Croydon area, but the journey should be carefully considered when looking at a placement a long way from home.
4. A placement cannot be agreed by the school, until the Work Shadowing Form has been completed. Students can get the form from the office or from the school system.
5. Students are advised to take a copy of the WSF with them when first meeting with an employer to arrange the placement.
6. Once completed the WSF should be handed into the Sixth Form office where it will then be checked.
7. The student will be given a copy of the WSF to keep as confirmation that the placement can take place.
8. It is of utmost importance that the student brings in their Work Shadowing skills form completed fully by the employer and student at the end of the placement.

Please note that the work shadowing day is Tuesday 16 July 2019.

Any queries about work placements should be addressed to Mrs Kelly (Work Experience Co-ordinator KS5/Sixth Form Administrator). She can be contacted by email at kelly@shirley.croydon.sch.uk

