



5th February 2024

Dear Parents/Careers,

Work Shadowing Day Monday 16th July 2024

At Wilmington Grammar School for Girls, we are committed to ensuring our students are well prepared to enter the world of work. Our careers education programme, which starts in Y7 and continues throughout the whole of a student's time at WGSG, is structured to help students improve their understanding of the working environment and raise awareness of key employability skills such as communication, teamworking, problem solving, commercial awareness.

For students to put their learning into context and recognise its value in the wider world it is extremely valuable for them to see how these employability skills are actually used in a work environment; this can best be achieved by early visits to the workplace and, later in their school career, taking part in longer periods of work experience.

All students in Year 10 will have a work shadowing day on the 16th July 2024.

Work shadowing involves individual students spending time with a family member, family contact or previous school observing someone from the world of work as they go through a typical working day; it is not work experience and students are not expected to do any 'work' during this activity. Rather, it is an opportunity to observe what goes on in the workplace, talk to employees, experience the environment and what a workplace 'feels' like. If the employer is happy for them to get more involved in any work activity this is much to the student's benefit but is at the employer's discretion.

I have attached some guidance about work shadowing which should answer your questions.

Once, you have an agreed the place, you should complete the work shadowing form using the link below. Please note, work shadowing does not have to be in the career your child may be hoping to follow.

<https://forms.office.com/e/pLFpL8N22Y>

All Year 10 students, will also be invited to the WGSG Careers event on the 18th June, where they will have the opportunity to speak to a number of universities, employers from a range of industries and volunteer organisations. I will provide more information regarding this closer to the event. We would welcome any parents/careers, who would like to contribute to this event, if you are working in a particular field and would like to share your insight with our students, please email at mdhaliwal@wgsg.co.uk. Your support with this event would be greatly appreciated.

Thank you for your support of our Careers programme. Please do not hesitate to contact me if you have any further questions.

Yours sincerely,

Mrs M Dhaliwal