



# Newent Community School and Sixth Form Centre

*Striving for Excellence*

Principal • Mr Alan Johnson

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Dear Parents and Carers,

## **Year 12 Work Shadowing: 12th – 16th June 2017**

As all year 12 students have been made aware, they are expected and encouraged to take part in work shadowing, the dates of which for this year are 12<sup>th</sup> - 16th June 2017 for most students. Students who are still involved in sitting examinations will be expected to arrange a time during the summer holidays to do their work shadowing.

As young people taking part in work shadowing are not entitled to the benefit of the National Insurance Act, a modest personal injury insurance, which covers students in case of accidental injury, will be in place. Additionally, the company providing the placement MUST have Employer's Liability Insurance in place for injury arising out of proven negligence, or breach of statutory duty by the company or its employees.

Students are not paid for work shadowing and will not receive any reimbursement for any costs incurred whilst on their placement. They will only be allowed to work a maximum of 8 hours a day and must comply with the Health and Safety regulations of the organisation, which includes wearing any safety clothing that is considered necessary or required by law.

Employers, universities and colleges place great emphasis on the benefits of work shadowing and I do not want any of our students to be disadvantaged if they do not take this opportunity. Therefore I am writing to ask for your support in encouraging your son / daughter to arrange a work shadowing placement.

All students should complete the attached form and hand in to the 6<sup>th</sup> Form Office/H2 as soon as possible.

Yours sincerely,

**Miss L Rogers**  
**Director of Sixth Form**