



**ABBEY
COLLEGE**

Headteacher Wayne Birks BA(Hons), MA

ABBEY COLLEGE, ABBEY ROAD, RAMSEY, HUNTINGDON, CAMBS. PE26 1 DG
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April 2010

Dear Parent/Carer

As part of the School's Careers Education Programme, days are set aside for Lower Sixth students to work shadow someone in industry or commerce. The purpose of the exercise is to introduce students to work roles that would not normally be available to them whilst on their two-week main school Work Experience, particularly management. It not only involves keeping up with a "manager" and observing the various tasks, processes and environment of the job, but also allows experience of the industrial and business society at this level without having to have the necessary skills to do the work. In addition, the shadowing is an important part of the preparation for applying to University or a profession at the end of their post 16 studies, and can be cited on personal statements, application and references.

To allow shadowing to take place, students are encouraged to organise their placements on Monday 19 and Tuesday 20 July 2010. I need hardly say that the school sees the exercise as very important for all students to undertake and can help with placements if necessary. However, past experience has shown that students are not short on ideas and often parents have helped to find suitable people to shadow. Students will be required to be back at school on Wednesday 21 to review their work shadowing and for the final day of term on Thursday 22 July. Please find attached a letter of introduction which may be used alongside the student's own letter in order to emphasise the school's support.

If you have any queries about the scheme, please do not hesitate to contact me.

Yours sincerely

Mrs C S Gawthorp

Assistant Headteacher (Post 16)

Enc: Work Shadowing: Letter of Introduction to Companies



April 2010

Dear

As part of the School Careers Education Programme, days are set aside for Lower Sixth students to work shadow someone in industry or commerce. The purpose of the exercise is to introduce students to work roles that would not normally be available to them whilst on their two-week main school Work Experience, particularly management. It not only involves keeping up with a “manager” and observing the various tasks, processes and environment of the job, but also allows experience of the industrial and business society at this level without having to have the necessary skills to do the work. In addition, it is excellent preparation for students prior to making final decisions about university course or employment opportunities after their Sixth Form studies.

In essence, what happens is that the shadower makes an appointment to meet the person to be shadowed before the two days at their place of work. This meeting is essential so that the two can introduce themselves to each other and the student can outline what he/she expects to get out of it. After the shadowing, evaluation will take place at school but it is most useful if some time could be spent at the end of the shadowing day, or later on, to discuss how it went with the “shadow guide”.

The student named below has contacted you with a view to shadowing on Monday 19 and Tuesday 20 July 2010. If you can help, please notify the student but if you would like more information about the scheme, please ring either myself or Mrs Clark on 01487 811782.

May I thank you in advance for any support you can offer.

Yours sincerely

Mrs C S Gawthorp
Assistant Headteacher (Post 16)

STUDENT NAME:

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Abbey College, Abbey Road, Ramsey, Huntingdon, PE26 1DG

I would like to know more about the Work Shadowing Scheme:

I am prepared to be shadowed

I cannot help this year, but please contact me in the future

Name of Firm:

Student Name:

Address:

Address:

Tel:

Tel: