



UXBRIDGE
HIGH SCHOOL

Dear parents/carers,

Year 10 Work Shadowing Week: Monday 17th November – Friday 21st November 2025

We are pleased to offer your child the opportunity to take part in Work Shadowing Week, which will take place from **Monday 17th to Friday 21st November 2025**.

Work shadowing gives students first hand insight into the world of work. It helps them understand daily responsibilities and professional expectations, and how their education links to future careers. The experience aims to spark career interest while also developing students' awareness of essential workplace skills and etiquette.

During this week, students are encouraged to spend time in a workplace of your choice. This could be the place of work of a parent, relative, friend or neighbour. Please note that you will be responsible for arranging the placement.

While the placement may not reflect your child's dream job, the goal is to provide a meaningful experience to working life - every experience, regardless of the field, can offer valuable insights.

Throughout the placement, we hope students will have the opportunity to:

- Have a tour of the workplace
- Meet a range of people completing different jobs or tasks each day
- Talk to employees about their career journeys
- Meet people with different levels of responsibility across the organisation

The success of the week relies on your support in helping secure a suitable placement for your child. Once arranged, please complete the following online form to inform us of all the necessary details: <https://forms.office.com/e/AcXiApSmcM>

This form should be completed and submitted by **Friday 19th September 2025**.

Please be mindful that certain workplaces can present risks. As parents/carers, you need to consider whether the working environment is appropriate, and if so, due precautions should be taken to ensure that all health and safety procedures are closely followed. For insurance purposes students must be covered by the individual company's insurance policy under their public liability, therefore you should ensure the employer has this information and that it is current and up to date.

Thank you for your support. We wish you all the best with organising this opportunity for your child.

Kind regards,
Ms M. Akgun
Careers & Enrichment Lead
Uxbridge High School

POSITIVE • RESPECTFUL • OPEN MINDED • UNIQUE • DETERMINED

Principal: Louisa Seymour BEd

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