



Year 10 Work Insight Day

Dear Year 10 Parents/Carers and Students,

We are holding our Year 10 Take Your Child to Work Day (Work Insight Day) on **Tuesday 18th November 2025**. On this day, there will be no scheduled lessons in school for Year 10 students.

To enable this to take place, I am requesting your assistance. Could your child spend the day work shadowing a parent, carer or relative? This might be in a workplace or at home. Work shadowing is a great opportunity to learn about the world of work. It provides an opportunity to find out about the variety of jobs available in an organisation, builds confidence in interacting with adults, and provides the opportunity to find out what 'work' really is.

It is hoped that you will be able to help your child to find an opportunity to work shadow for the day on 18th November 2025. During the day, the student might simply shadow you or might be given some tasks, and/or meet colleagues, this is likely to depend on your role and your daily routine:

- A **task** could include undertaking some research on the market, competitors or customers or creating an appropriate presentation.
- Students might be able to **meet** with your colleagues, customers or suppliers or take part in work meetings to find out about their roles.
- An opportunity to **discuss** with your child what sort of work they might like to do, and what they enjoyed about their day.

As your child will be with a trusted person who you know, the school will not be carrying out DBS or Health & Safety checks. As their parent/carer you are responsible for their safety during the day.

Alternative Arrangements

As already mentioned there will be no school scheduled for Year 10 on 18th November 2024, however we know there may be some situations where parents are unable to take their child to work and have exhausted attempts to find a workplace experience with wider family or friends. If you are in this position, we have arranged for a small number of students to volunteer with a local conversation charity, Chiltern Rangers. We will be working outside on one of their ongoing local projects. Please book your child onto the Chiltern Rangers outdoor work shadowing day by completing the relevant question on the Microsoft Form linked on this letter. You will be responsible for dropping off and collecting your child at the appropriate times on the day.

What is required from parents/carers?

Complete this form by **Monday 3rd November 2025** to confirm your plans for Work Insight Day: [Y10 Work Insight Day Reply Slip](#). In this form you are setting out your intentions for your child's Work Insight Day as you know of them today, the plans can change but it is important that we know that you are committed to making a plan for your child.

Thank you so much for supporting both your child and the school, if you require more information please do get in touch.

Yours faithfully,

Mrs Wray & Miss John

Careers Leader and Careers Adviser & Head of Learning, Y10