



January 2026

Dear Parent/Carer

Minsthorpe Community College Work Shadowing Project for Year 9 – Friday 6th March 2026

We are proud of our extensive and inclusive Careers Programme at Minsthorpe Community College. Introducing young people to the world of work and careers is an essential part of their learning and development and evidence suggests that the more engagement young people have with work experience the more likely they are to have a good job and earn more than their peers as understanding what different jobs involve increases career awareness and guides their future career choices.

The key features are as follows:

- Student shadows a family member at work for a day
- Parents/Carers complete permission and placement information sheet (see overleaf) by **Friday 13th February 2026** (student returns slip to P&A mentors)
- Students will be briefed prior to the work shadowing in their Learning for Life lesson. This will include a talk from Job Centre Plus about the relevance of work experience and how this introduces them to the World of Work
- Student is required to complete a diary sheet to reflect on the day (this will be provided)

If you feel that you (or a family member) can help with this project, please complete the paperwork on the reverse of this letter. It is essential that you read the information carefully. For any student to take part the attached paperwork (PARENTAL & EMPLOYER PERMISSION) will need to be completed and returned by **Friday 13th February 2026**.

The College has a responsibility to check that the child will be covered under the Employer's liability insurance. As the employing firms have direction and control over the students on their days work shadowing, it becomes their responsibility to ensure that their employer's liability insurance includes cover for 13–14-year-old children. The absolute minimum level of cover is £1,000,000.

We would also take this opportunity to ask you to thank the employers on the College's behalf for accommodating students on the day. We are grateful to them and to you for your support. If you have any queries, please don't hesitate to contact either myself or Mr Dowey. Should your child be unable to find a work placement they will be required to attend College as normal on that day.

Yours sincerely

S Lewis

Mrs S Lewis
Assistant Principal

T Dowey

Mr T Dowey
Careers Lead

Motivation • Commitment • Care

Minsthorpe Lane, South Elmsall, West Yorkshire, WF9 2UJ **T.** 01977 657600 **E.** enquiries@minsthorpe.cc **minsthorpe.cc**

Principals Mark Gilmore & Rachael Merritt



Minsthorpe Community College Year 9 Work Shadowing Project

Friday 6th March 2026 – National Careers Week

To be completed by Parent/Carer and returned to the P&A Mentor by Friday 13th February 2026

PARENT PERMISSION

Student's Name P&A Group

Please tick boxes below as appropriateI am able to take my child to work for a day of work shadowing I am unable to take my child to work I am prepared to allow my child to attend the work shadowing placement outlined on the employer information sheet

Signed Date

(Person with legal responsibility for the named student)**EMPLOYER PERMISSION**

Name of Student P&A Group

Name of Company

Name of adult responsible for Work Shadowing placement

Position

Contact details of work placement (Address of place of work)

.....
Telephone No Email details

During the day, the student will be supervised by

Nature of work to be observed

Please ensure the appropriate boxes are ticked below and the liability insurance policy number is written down. Please note that students must be covered for the minimum amount shown and the company must have a Health and Safety policy. Without insurance and a Health and Safety policy the student will not be able to attend.	Tick
Children are covered under our Employer's Liability Insurance Policy (minimum £1,000,000)	
Please write down the Policy number*: Without this we are not able to permit the Work Shadowing to take place	
The Company/Organisation does have a Health and Safety Policy.	
I understand that the student will attend in an observational capacity and that by law they cannot undertake the activities of employees.	
Signed..... Company representative	Date.....

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