



08 March 2023

Dear Sir/Madam

Work shadowing request – Thursday 18th May 2023

I am writing to ask whether it would be possible to arrange a Work shadowing placement for a day (Thursday the 18th May) within your organisation.

My name is and I am currently in Year 10 at Maiden Erleigh Chiltern Edge in Sonning Common, RG4 9LN.

I am hoping to gain some valuable work shadowing experience with your industry during the Thursday the 18th May. I have always been interested in This is demonstrated by the experience I have already gained in this area.

The expectations from my school to allow the work placement are to complete the **EMPLOYER INFORMATION** - To be completed by the employer offering the work experience/work shadow opportunity by the 24th March. Within this agreement the employer is agreeing to:

Employer agreement:

- I understand I have a duty of care for the student's health & safety as a visitor whilst on work experience/shadowing visit.
- I have Public Liability Insurance in place to cover the student as a visitor whilst on work experience/shadowing.
- I will provide a safe and healthy working environment, which covers welfare facilities, emergency arrangements, risk assessment, and first aid.
- I will maintain the confidentiality of health information (where the Parent has disclosed any necessary health information in relation to the Student) and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
- I will notify the school of any incidents immediately.
- I will inform the school should the student be absent on the work experience/shadowing visit.

If you have any further queries about participating in the work shadowing programme they can either be directed to:

Myself (as the candidate)

Ms. Hardman (Careers coordinator) - mecework-experience@maidenerleghtrust.org

I would like to sincerely thank you for your time and I do hope to speak to you soon,

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