



MAIDEN ERLEGH

CHILTERN EDGE

Headteacher: Emma Bliss
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3 March 2025

Dear Parent / Guardian

Year 10 Careers Provision and Work Shadow Day

At Maiden Erlegh Chiltern Edge we know how important good quality Careers Information, Advice and Guidance (CIAG) is and purposefully deliver it throughout students' 5 years at the school via timetabled PD lessons, assemblies and the Tutor programme.

In Year 10 there are several additional activities calendared to support students as they begin to think about life after MECE and their Post16 options. This includes 1:1 meeting with our Trust Careers Adviser, World of Work Week and dedicated time to engage with UniFrog's online careers platform.

The highlight of this additional provision is the Work-Related Learning Week which takes place this year **6-9 May 2025**. In this week students will have several dedicated workshops and opportunities to explore Post 16 provision delivered by both staff from MECE, the Maiden Erlegh Trust and from local colleges and employers. Further details of this programme will be shared with students and yourselves near the time.

On either **Wednesday 7th or Thursday 8th**, students are invited to undertake a day's **Work Shadow placement** with the intention of:

- Developing an understanding of the roles and responsibilities of members of staff and different departments or areas of work
- Experiencing how the world of work functions
- Seeing how staff and teams interact within the workplace
- Opportunity to "Test out" possible career options

This year we will be splitting the opportunity across two days with the year split in half, so each student undertakes one day of Work Shadow. We hope that through your own contacts you will be able to identify potential placements that students might be able to take advantage of. If you can provide a place for another student, please do let us know so we can begin to allocate opportunities appropriately.

There is formal paperwork that needs to be completed and submitted to ensure that placements are suitable. We will be offering students guidance about how to make the most of the experience.

If students are struggling to find placements, we will be able to offer some help. If they are unable to find a placement, students participate in our Virtual Work Experience offer in school.



Aim High



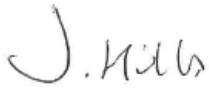
Be Inclusive



Work Together

If you have any specific questions or if you are able to provide a placement for other students, please do get in touch via: meceoffice@maidenerleghtrust.org

Yours sincerely



Judy Hills

Assistant Headteacher



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Work Together