





MAIDEN ERLEGH

CHILTERN EDGE

Headteacher: Emma Bliss
BSC, MED, NPQH

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10 March 2025

Dear Sir/Madam

Work shadowing request – Wednesday 7 or Thursday 8 May 2025

I am writing to ask whether it would be possible to arrange a Work shadowing placement for a day (Wednesday 7 or Thursday 8 May 2025) within your organisation.

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

I am hoping to gain some valuable work shadowing experience with your industry during either Wednesday 7 or Thursday the 8 May.

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 Tuesday 22 April 2025. 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) -



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Mrs Hills (Careers coordinator) – meceoffice@maidenerleghtrust.org

Lianne Dunn (Careers Administrator) – meceoffice@maidenerleghtrust.org

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

Kind regards

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