



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

14 February 2019

Dear Parents,

Year 12 Work Shadowing Dates: Monday 8th July to Friday 12th July 2019

We would like to give students in Year 12 the opportunity to gain relevant experience to enhance their application to work or university. The increased complexity and competition in education and labour markets means that most young people would benefit from a work shadowing experience which will help them make informed decisions about their future options.

We have set aside the above dates for this purpose. We have attached the Year 12 Work Shadowing Programme which outlines the arrangements we have put in place. We would encourage students to apply for placements as soon as possible as there may be competition for places in some firms and it may be necessary to make multiple applications.

Please note that many Higher Education institutions will be holding open days during this time of year for Year 12 students and we would ask that students do not book for Open Day visits during the work shadowing week.

Students have been briefed about these arrangements during Assembly.

Please feel free to contact me at the school should you have any queries.

Yours faithfully,

Mr A Whiting
Head of Year 12



Headteacher: Mr J R Hopkins BA (Hons) NPQH



Year 12 Work Shadowing Programme
Monday 8th July – Friday 12th July 2019

- During your time in Year 12 serious thought should be given to your future career options.
- It is very useful to have an idea of what you are heading towards and what your main interests are. This experience is vital to strengthening a work application as well as a UCAS application.
- To explore your career options we recommend that you research what skills and experiences potential employers or particular universities may be looking for from students.

Work Shadowing

- Work Shadowing days for Year 12s: Monday 8th July to Friday 12th July 2019.
- Start to organise your Work Shadowing Placement as soon as possible.
- You may use particular University events such as MED/VET start programmes which may be operating outside of these dates. Alternatively you may be investigating other work experience providers that offer dates other than the week above. If you fall into these categories please confirm these arrangements with Dr Green or Mr Brinn.
- Make a phone call first and then write a letter to the organisation you are interested in. You will then need to make the necessary arrangements for the organisation to complete the attached Due Diligence Check.
- Be prepared to make enquiries at more than one organisation.
- All confirmed places need to be in by **Friday 26 April 2019**. We will be following the risk assessment guidelines from the LSE (Due Diligence form). Please ensure placements are confirmed with the organisation you wish to work at before handing in any forms. Due Diligence forms must be completed.

You will receive some help but it is really up to you!
Be proactive – don't leave things until the last minute!