



THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

St Mary's Lane, Upminster, Essex RM14 3HS

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Wednesday 22nd November 2023

WORK-SHADOWING WEEK

Monday 15th – Friday 19th July 2024

Dear Parent(s) and Guardian(s)

As part of our on-going commitment to prepare students for life beyond Coopers', the school encourages a highly successful and flexible 'work shadowing' scheme at the end of Year 12. Each year, our students organise diverse, enriching and exciting work shadowing placements which add to their Sixth Form experience.

The scheme, which operates in the last week of the summer term, provides students with an invaluable opportunity of gaining much-needed experience in a placement of their choice. Research shows that work shadowing is a critical component to a successful university/careers application once students are in Year 13 and we hope gives our students a competitive edge against others in the country. Indeed, a number of our students eventually gain meaningful careers in the very organisation in which they completed their work shadowing.

In tandem with our 'Beyond 18' programme, it is now the time for students to start organising their work-shadowing placements for the summer. An important part of the process is the fact that students are expected to find their own placements through preparing letters of applications and a Curriculum Vitae (CV). In order to support students with this process we will be working with them in form time, explaining how to produce a CV and write a successful email/letter of application.

In choosing a work shadowing placement it is important that students:

- Choose a placement which is aligned to the next steps they wish to take after Coopers'. For example, prospective teachers would be advised to complete a placement in an education-related field, prospective Medics in a science-related placement
- Ensure that the placement is going to provide a meaningful experience for them
- Look to apply to a number of different organisations so that they are able to choose the placement that best meets their needs
- Be flexible – for example, hospital-placements are almost impossible to arrange for those under the age of 18. Students considering a medical-related career may need to be flexible in terms of the type of work shadowing they arrange.
- Act early – many employers require months' notice and the best placements often go to the most tenacious and well-organised students
- Prepare for a small cost – for example, some placements require something known as 'DBS check' – you would be responsible for the cost of paying for this

The placement that the student eventually gains operates as a private arrangement, organised directly by the student; however the school will contact the employer, prior to the placement, to remind them of the Health and Safety implications and need for a risk assessment to take place so that your son/daughter is not at risk. Whilst the school



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will take every caution to remind employers of the need for Health & Safety arrangements, the school cannot be liable for the placement itself. You completed an agreement in August in the induction materials about this.

With this in mind, it is important that placements are organised through legitimate sources where you are comfortable with the eventual choice of destination. In particular it is of the utmost importance that you make the organisation aware of any medical needs your son/daughter may have.

Although we do not arrange aspects of the placement, Mrs King, Head of Careers and Mrs Donnellan our Sixth Form Coordinator are available to provide advice and guidance to any students in Year 12 who is unsure of the sort of placement that may interest them.

Students who require support in this area should make an appointment directly with these staff. Similarly, the school's Careers' Department website at: www.cooperscoborn.org.uk/careers is an excellent source of support and guidance.

In order to oversee the process, students need to complete an online form. We will be asking them to complete this on 'Google Classroom' – and this is the way they inform the school about their placement. We will be sending the application form link to students shortly. Here is the [link to the Google Form](#).

If a student decides that he/she is unable to take part in work shadowing, then he/she will be expected in school as usual in the last week of term to continue with private A Level study, overseen by the Sixth Form pastoral team.

I am sure you will agree that the scheme brings a huge opportunity to your son/daughter as he/she look to make the transition to life beyond Coopers'. In order to further support this process we are obviously attending SkillsLondon on Friday this week – this provides students with access to over 100 different employers, to start the process of exploring work shadowing placements. A further communication about Skills London will come home tomorrow.

All of this information was conveyed to your son/daughter in a special assembly this morning.

If you have any questions, please do not hesitate to contact us at the school.

Yours sincerely

Mrs J Marshall
Head of Year 12

Mr R Bell
Deputy Head/Director of 6th Form