



Simon Langton Girls' Grammar School

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September 2022

Dear parents/guardians,

RE: YEAR 9 WELCOME TO WORK DAY - FRIDAY 14TH OCTOBER 2022

As mentioned in the letter sent home at the end of the last academic year, your child will be taking part in 'Welcome to Work Day' on **Friday 14th October**. Students are expected to spend the day in a workplace of their choice, shadowing employees and observing a professional work environment. Hopefully you were able to start thinking about a suitable placement over the summer. To clarify and to encourage our Langton value of independence, we ask students and parents/guardians to take responsibility for finding a placement.

The aims of the day are that students will:

- Gain first-hand experience of a professional working environment
- Gain a greater understanding of how transferable employability skills are essential in every workplace
- Gain an insight into the career journeys of professional employees

Whilst on their placement, students will be asked to conduct a range of employee interviews to gain a broad understanding of the workplace. After their placement, they will be asked to complete and submit a reflective diary and questionnaire. Guidance on these activities will be given in tutorials before 14th October.

We would also be very grateful if you could please complete the accompanying form and return to scavey@langton.kent.sch.uk by **3rd October 2022**.

Yours faithfully,

Dr S Cavey

Careers & University Education Lead

scavey@langton.kent.sch.uk