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3<sup>rd</sup> July 2017

Dear Parent/Carer

**Work Experience Week, Passport to Employment – Monday 17 July – Friday 21 July 2017**

I am writing to let you know about the exciting opportunity your son/daughter will have during Work experience week to be involved in a passport to employment work based learning week where they will have the opportunity to develop their employability skills and build their Curriculum Vitae's.

The week is compulsory if your son/daughter does not have a work experience placement and will be based at both saltash.net and Saltash College as you will see in the schedule below.

Date	Activity	Lead by	Venue	Start time	Additional information
<b>Mon 17<sup>th</sup> July</b>	First aid Course	Dave Thompson	At school-Sixth Form day room.	Register at 8.40am in Room 51 9am-3pm Sixth Form day room.	Normal school day with normal break and lunch time.
<b>Tues 18<sup>th</sup> July</b>	Saltash College taster day	Margaret Butfield & College Lecturers	Saltash College.	9.15am-2.45pm	Meet at main Saltash College reception at 9.15am.
<b>Wed 19<sup>th</sup> July</b>	Army	Army Careers-Mrs Gue	At School-Bottom Field, however will meet in Room 51.	Register at 8.40 am, finish at 3.00pm	Normal school day with normal break and lunch time
<b>Thurs 20<sup>th</sup> July</b>	Employability skills	Sandie Johns	Saltash College.	9.00-3.00pm	Meet at main reception at 8.45am-bring packed lunch
<b>Fri 21<sup>st</sup> July</b>	Regenerate the school farm area	Mrs Lockwood	Start in Room 51.	Normal day, register as normal with normal break and lunch	Canteen open, bring old clothes and plenty to drink.

School uniform will not be needed to worn however, appropriate clothing is required based on the schedule, when we are at Saltash College packed lunch will be needed. If you have any queries or concerns please contact me at [egue@saltashcloud.net](mailto:egue@saltashcloud.net), in addition if your son/daughter is unwell please make contact directly in the morning.

I really hope the week will be a beneficial, fun filled experience for them and thank you in advance for your support.

Yours faithfully

*Em*

Mrs Emma Gue  
Head of PD  
Careers and Work based learning

