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Dear Parent/Carer,

As an integral part of the Year 10 curriculum, your son/daughter will undertake a period of work experience from Monday 8th July to Friday 12th July 2019. The main objective is to give each student a good experience of an adult work environment. It will enable the students to put the knowledge and skills they have learnt in PD into practice in a real workplace situation.

Although students do not go on work experience until July 2019, the process has to start many months in advance in order for all paperwork and checks to take place to ensure your son/daughter's health, safety and welfare at the placement.

Your child has attended a presentation and has received their work experience pack during their PD lesson. In their packs are a list of frequently asked questions, a Cornwall Council Information booklet and the Approval and Consent Form (peach coloured).

Finding a placement

- Your son/daughter will have PD lessons looking at how to write a letter of application and how to find their own placement. There is a database of local placements on the website, <http://cornwall.learnaboutwork.net> and each pupil will have a unique PIN No. to enable them to log on and search for jobs (available at Reception or from PD teacher). There is also a list of previous employers that we have used on our school website under the parents area.
- In addition to this there are a number of placements on the Cornwall Council website that students can apply for and these are on www.cornwall.gov.uk then follow the link to Education & Learning > Education Business Partnership > work experience scheme for schools > Information for parents.
- We advise students to also try companies on the Industrial Estates and Business Parks around the local towns and cities as there is a wealth of employment opportunities in these areas.

I would strongly advise that if a placement has not already been found that one is secured as soon as possible. Many neighbouring schools are also out on work experience during the same week. If students don't start looking for a placement until nearer the deadline they may be disappointed!



What do we need to do now?

- Step 1 - Once a placement has been secured you can start to fill in the Approval & Consent form (peach coloured). Page 1 and top section of page 2 should be completed. The form must then be returned to me at school and I will forward it to the employer with some additional information.

Please do not be tempted to take the form directly to the employer to complete as they will miss out on some vital information that they need to have from school.

- Step 2 - When the employer has completed the form they will send it back to the student at their home address.

NB: If the form has not been received back from the employer within a month the student will need to contact them and request its return.

- Step 3 - Once received at home the student & parent/carer should read the form and if they are happy with the arrangements then section 4 can be signed. The completed form should then be returned back to school reception for processing.

<p style="text-align: center;">THE DEADLINE FOR THE RETURN OF THE APPROVAL AND CONSENT FORM WITH STEP 1 COMPLETED IS TUESDAY 18TH DECEMBER 2018</p>
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Who to contact in school

If you require any further information or if you need to talk to someone urgently about your son/daughter whilst they are on placement then please contact: Mrs Tracy Boulton (Work Experience Co-ordinator) on **01752 843715, x221** or email **tboulton@saltashcloud.net**

I have enclosed a booklet entitled 'Information for Parents/Carers' which is produced by Cornwall Council which you are advised to read. There is also information on the Cornwall County Council website address www.cornwall.gov.uk which you may find useful.

Mrs Boulton