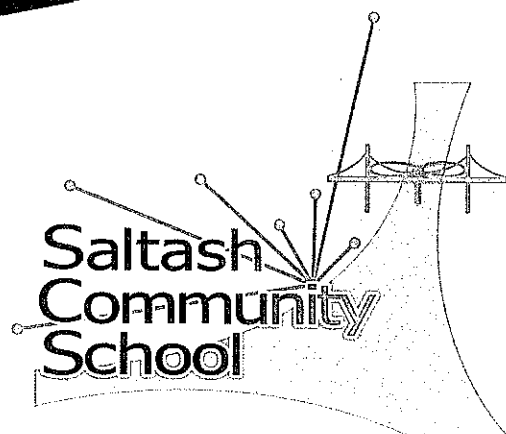


ACHIEVING
MORE
TOGETHER



HEADTEACHER:

Ms K. Littledyke | BA (Hons), MA, NPQH

Dear Parent/Carer,

As an integral part of the Year 10 curriculum, your son/daughter will undertake a period of work experience from Monday 18th July to Friday 22nd July 2022. 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 2022, the process starts many months in advance. This is so that all paperwork and premises checks can 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 FAQ's, a Cornwall Council Information booklet, Approval and Consent Form (peach coloured) and a guide to finding a placement.

What to do once a placement has been found

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

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.

Saltash Community School
Wearde Road, Saltash PL12 4AY



01752 843715



enquiries@saltashcloud.net
www.saltash.net



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Registered Office: Liskeard School and Community College, Luxstowe, Liskeard, Cornwall, PL14 3EA

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

**THE DEADLINE FOR THE RETURN OF THE
APPROVAL AND CONSENT FORM WITH STEP 1
COMPLETED IS
FRIDAY 17TH DECEMBER 2021**

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