



HEADTEACHER:

Ms K. Littledyke | BA (Hons), MA, NPQH
September 2023

Dear Parent/Carer,

As an integral part of the Year 10 curriculum, your son/daughter will undertake a period of work experience from Monday 15th July to Friday 19th July 2024. 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 2024, the process starts 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).

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 'Mrs Parry' 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, parent/carer at their home address or return it to school.
- Step 3 -** Once received at home the student & parent/carer should read, check the form and if they are happy with the arrangements then section 4 can be signed for consent. The completed form should then be returned back to school to Mrs Parry for processing.



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

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.

The 'peach form' should only be at home for completion, signing and then immediately sent back to school for processing.

Once the placement has been confirmed a copy of the form will be emailed to the student's school email address.

THE DEADLINE FOR THE RETURN OF THE APPROVAL AND CONSENT FORM WITH STEP 1 COMPLETED IS *FRIDAY 15TH DECEMBER 2023*

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 Tracey Parry (Careers Co-ordinator) on **01752 843715, x396** or email **tparry@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, which you may find useful:

<https://www.cornwall.gov.uk/schools-and-education/education-business-partnership-ebp/work-experience/>

Please do not hesitate to contact me if you have any queries about work experience.

Yours sincerely
Mrs T Parry

Careers Co-ordinator
Email: tparry@saltashcloud.net or Tel No. 01752 843715 x396