



Mrs Sara Del Gaudio - **Headteacher**
September 2025

Dear Parent/Carer,

As part of the Year 10 curriculum, your child will take part in a **work experience placement** from **Monday 20th July to Friday 24th July 2026**. This valuable opportunity is designed to give students first-hand experience of an adult working environment and allow them to apply the knowledge and skills developed in their PD lessons in a real-world setting.

Although the placement takes place in July, preparations begin well in advance to ensure all necessary paperwork and checks are completed. This is essential to safeguard your child's health, safety, and welfare during their placement.

Your child has attended a presentation and received their **Work Experience Pack** during their PD lesson. The pack includes:

- A list of Frequently Asked Questions
- A Cornwall Council Information Booklet
- The **Approval and Consent Form** (peach-coloured)

Next Steps Once a Placement Is Found

Step 1:

Once a placement has been secured, please begin completing the **Approval and Consent Form**. Fill in **Page 1** (sign) and the **top section of Page 2**, then return the form to **Mrs Parry** at school. We will then forward it to the employer along with additional information.

Step 2:

The employer will complete their section of the form and return it either to the student's home address or directly to the school.

Step 3:

Once received, the student and parent/carer should carefully review the completed form. If satisfied with the arrangements, please sign **Section 4** to give consent. The fully completed form should then be returned to **Mrs Parry** at school for processing.



Step 4:

Once the placement has been approved by Cornwall Council and the school, the student will receive an email confirmation to notify them that the placement has been officially approved.

Important Deadline

The **Approval and Consent Form (Step 1 completed)** must be returned to school **by Friday 19th December 2025**.

Need Help or Have Questions?

If you have any questions or need to speak to someone urgently while your child is on placement, please contact:

Mrs Parry Email:tparry@saltashcloud.net **or Tel No. 01752 843715 x396**

We have also enclosed the '**Information for Parents/Carers**' booklet produced by Cornwall Council, which we strongly recommend reading. Additional information is available on the Cornwall Council website:

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

Please don't hesitate to get in touch if you have any queries about the work experience process.

Yours sincerely,

Mrs Parry



Careers Co-ordinator

Email:tparry@saltashcloud.net or Tel No. 01752 843715 x396