



Headteacher: Mr Dominic Wilkes BSc (Hons) NPQH

BUDEHAVEN
COMMUNITY SCHOOL

November 2021

Dear Parent/Guardian

Budehaven Community School Work Experience Scheme for Year 10

Please find enclosed the following:

- A letter outlining the work experience scheme addressed to both parent/guardian and employer.
- The 2021/22 Work Experience Approvals and Consent form.
- An information booklet for parent/carer prepared by Cornwall Education Business Partnership (EBP).
- An information booklet for employers prepared by Cornwall EBP.

Although the work experience will not take place until next July, **we would strongly encourage students to organise their work experience placement as soon as possible.**

There are a number of reasons for this:

- The completion of paperwork and the health and safety checks carried out on our behalf by Cornwall EBP can take a considerable time.
- We would encourage students to consider completing a placement outside Cornwall (but within England or Wales only) as this may provide them with opportunities not available locally. We have found that the health and safety checks and the paperwork for these out of county placements usually take longer to process.
- There are a limited number of placements available locally and certain professions are very popular with students and fill up quickly. Please also be aware that Holsworthy and Camelford Schools are also likely to be out on work experience at the same time as Budehaven students.

No student can undertake a placement until all paperwork and checks have been satisfactorily completed.

Please can you complete page one of the Approvals and Consent form and return to your child's form tutor by **Wednesday 15th December**. Forms will then be checked and returned to students.

Students should then get the form completed by their employer and returned to school ASAP. In the past we have had students obtain a placement but then been unable to attend as they have not got their paperwork in to school in time for the relevant checks to be completed.

Paperwork for placements should be returned by 25th March.

Should you require any further information, please do not hesitate to contact careers@budehaven.cornwall.sch.uk

Yours sincerely

Rachel Leveton & Fiona George
Leaders of CEIAG