



Headteacher: Mr Dominic Wilkes BSc (Hons) NPQH

BUDEHAVEN
COMMUNITY SCHOOL

November 2021

Dear Parent/Guardian and Employer,

Budehaven Community School Work Experience Scheme

I am writing to inform you of this school's arrangements for work experience.

Year 10 students will be released from normal school timetable for 1 week from **11th July until 15th July 2022**.

The purpose of this scheme is to provide a realistic insight into the world of work and prepare students more adequately for their role in it. **In seeking a placement students should consider carefully their FUTURE CAREER AMBITIONS.**

Part of the learning experience involves obtaining their own placements i.e. **we expect students, in consultation with parents/guardians, to arrange a suitable work placement with employers themselves.**

The school is indebted both to parents for their support, and to employers for their goodwill and co-operation in making the scheme work. We fully appreciate any assistance you can give.

I will be co-ordinating the scheme and will provide advice as necessary, but I must emphasise that it is an important part of the students' social development that they should be responsible for contacting the employer.

The Work Experience placement should not be with a close relative and must naturally involve work appropriate to the student's age and personal attributes with a view to the safe and successful completion of the work experience. **Students are not allowed to undertake their work experience abroad nor in Scotland or Ireland.**

Placements should **NOT** be with employers for whom the student already works.

Students will be expected to behave and dress in an appropriate manner and make their own transport arrangements to and from the workplace. Transport costs are a voluntary contribution by parents/guardians and this should be taken into account when deciding on the placement. Naturally, the normal school buses will be running.

Students will be briefed in school about Health and Safety at work, and we would expect employers to emphasise safety procedures in the work place.

Supervising teachers will be visiting work places during the course of the placement and the school should be notified, without delay, of any problems arising from a placement.

During Work Experience, students will complete a work experience logbook and collect information about the business or organisation. Students will also agree two tasks with their supervisor, who will be asked to confirm that they completed these successfully.

Enclosed are more details about the Cornwall Work Experience Scheme in the form of an information booklet for Parents / Carers and another information booklet for Employers.

Once you have filled in the **student details** and signed it, please tell your child to return the **Approval and Consent Form** to their form tutor. Once checked the form will be returned to them and they should take it to their chosen employer, together with this letter and the Information for Employers booklet. When agreement is reached, your child must ask the employer kindly to complete sections 2 and 3 and to sign their agreement and consent in section 4. The employer should then either return the form directly to the student or arrange a convenient time when the student can collect the form.

You and your child should then sign on the back page before returning the completed form to me.

If you need any assistance completing any of the sections, or require any further information, please contact: careers@budehaven.cornwall.sch.uk

Thank you in advance for your support.

Yours sincerely

Rachel Leverton & Fiona George
Leaders of CEIAG