



## LEARNING TO BE EXTRAORDINARY

Part of the CSIA Trust, Company No. 7551989

Dear Parents and Carers

3<sup>rd</sup> July 2023

As you are aware, all of Year 10 will be on work experience placements from 10<sup>th</sup> – 14<sup>th</sup> July. Students not attending work experience placements will be recorded as an unauthorised absence and the school will proceed with its formal absence procedures. If your child is ill on any of their expected days of work experience, please contact the placement and the school. You should call the school on [01209 712280](tel:01209712280) and select option 1

It is important that students contact their placements this week to confirm arrangements, reminding their employers that they are coming and checking where they need to go on their first day. They were instructed to do this, and provided with contact details on Preparation for Life Day. They have contact details in the front pages of their log books.

Safeguarding remains our priority whilst your child is on placement. If you have any concerns about the placement please contact Mr Godfrey or Mrs Pitt on 01209 712280 during the school day, or Mrs Gellatly on **07485 388179** outside of school hours or in an emergency. Please ask your child to input this number into their mobile phone as well.

Students should be using this week to ensure that they have their clothing ready for the placement week, especially if a dress code has been specified by their employer, for example, steel toe-capped boots. On the most part, unless specified, students should be dressed professionally for their placement. They are on work experience as an employee, and should therefore be dressed appropriately (we have given the guidance 'clean, comfortable and covered'). It is important that mobile phones and electronic devices are away for the day, in the bottom of their bags, as full attention needs to be given to the placement and photos should only be taken with the permission of the employer.

They will need to follow guidance from their employers in terms of health and safety. On their first day they will need to have a

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conversation with their employer about health and safety and record that conversation in their log book. All students present on Preparation for Life Day completed their Health & Safety Preparation course with Cornwall Council.

We would advise planning your route to the placement in advance. If your child is on placement in Truro or beyond, please be aware that depending on the time of day you could add a good 20-30 minutes onto your journey time because of the roadworks at 'Chivvy'. Alternatively, the back roads, and via Chacewater, are good routes to take advantage of.

In tutorial this week students will be finishing their log book preparation. Their log books should go on placement with them every day. They have a number of tasks to complete for them and the employer. This book will be their very first employer reference for future employment, so it is important that they look after it.

During the placement your child will either have a visit from a member of CSIA staff or the employer will be telephoned about the placement. This is part our safeguarding provision and enables us to see how your child is getting the best out of their placement.

All placements allow students to develop their employability skills which can be a core part of applications to further and higher education and employment. We have students who have been offered part-time employment on the basis of their performance on placement and others who have received mentoring support through V1th Form and university as they enter their chosen field.

Thank you in advance for your continued support of our work experience placements and I look forward to hearing about your child's extraordinary experiences.

Kind regards

Mrs Susan Gellatly

[gellatlys@cambornescience.co.uk](mailto:gellatlys@cambornescience.co.uk)