



LEARNING TO BE EXTRAORDINARY

Part of the CSIA Trust, Company No. 7551989

29 September 2021

Dear Parent/Carers

Year 10 will participate in work experience from 4– 8 July 2022. Your child will have the opportunity to work with an organisation for one week and take on the status of an ‘employee’ in the company taking an active part in their business.

We will continue to follow guidance from Public Health England and should we need to postpone the work experience week, we will. The safety of your child/ren is paramount, as is the safety of employers and their employees. We have explained to the students that when approaching employers about securing a placement, that July 2022 is still an unknown in terms of what restrictions will be in place. What we can do is hope that our work experience will be able to proceed and our students will follow any guidelines put in place by employers whilst on placement.

What is necessary is to secure a placement now to allow the time period for Health and Safety and insurance checks to be carried out by Cornwall Council to ensure that your child is heading to an appropriate workplace.

The Department of Education expects all students to have participated in work experience prior to the end of their GCSEs, which means it is not an optional activity. Every Year 10 student will be participating and will be visited by a member of CSIA staff whilst on placement. All students will return to school the following week. If a student wishes to participate in a placement with a company outside of Cornwall, please be aware that if that area is placed into a lockdown at that time, then the student cannot attend. There are some larger firms, if you do not wish your child to travel at the moment, or do not wish your child to be mixing with employers, who will be offering virtual work experience opportunities. I will post about virtual opportunities on our Careers Google Classroom, code: 2odbn73. Students can also ask questions in that Google Classroom and there will be links to the documents needed by students, should they mislay their approval and consents form.

This is an exciting opportunity for your child to experience the reality of working in a sector or company they have dreamed about. In line with Extraordinary Me, I am expecting students to reach for the stars when applying for placements. Their work experience should be reflective of their aspirations. If they are unsure of a careers pathway, then a placement that offers them a well-rounded development of skills would be a great route. Students can also investigate which career pathway would be best for them through websites such as www.careerpilot.org.uk which may help to focus their plans.

I have shared with students in assembly “Dare to dream the impossible” – previous years have seen some truly remarkable work experience placements secured through ambition, persistence and resilience. 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 VI Form and university as they enter their chosen field.

We launched work experience with Year 10 at the start of term, and since then they have been actively encouraged to find and secure their own placement. They have also had tutorial support in practising telephone calls; interviews; personal presentation and writing letters of application and emails. Their enthusiasm has been fantastic and I would like to take this opportunity to congratulate those who have already been successful in securing placements.



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Between now and Christmas students will continue to be supported in tutorial to research placements; tutors and I have been proof-reading applications; supporting telephone calls and careers appointments at lunchtime and after-school. If you need advice and guidance about any companies linked to your child's career aspirations please do not hesitate to email me and I will send you some suggestions.

Each student has a unique PIN number to access Veryan, Cornwall Council's database of employers. On this website you will see a list of employers and their contact details including information about placements they have previously offered. This does not automatically mean that they will have a placement available for July 2022. In addition, do not be limited by Veryan. We have students who have arranged placements with employers who were not previously registered with Cornwall Council. Cornwall Council, once the paperwork is submitted, conduct the necessary checks to ensure that the company meet the guidelines laid out by the Association of British Insurers.

Once your child has found their placement you and your child's employer will need to complete an 'Approval and Consent' form (also known as the 'blue' form) – this is a legal requirement from Cornwall Council and ensures that the appropriate insurances and health and safety procedures are in place to safeguard your child for the duration of their placement. The Approval and Consent form can be obtained from your child's tutor. An editable digital copy can be found on the Careers Google Classroom.

Thank you in advance for your support of your child in securing a work experience placement and I look forward to registering it with Cornwall Council. Students need to scan a copy of their Approval and Consent Form on the school photocopier to their email, or photograph their form, which saves a digital copy for their own reference; and provide me with the paper copy. I would recommend that you ask your child to email you with a copy of the form so you are clear about the requirements of their placement. If you have any concerns about work experience, please do not hesitate to email me.

Please ensure that the blue Approval and Consent form is completed and submitted to me by 15 December 2021.

Yours sincerely

Mrs Gellatly
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