

Hayle Academy

02 December 2020

Dear Parent/Carer

As you are aware, most of our Y11 students will be taking part in a Virtual Work Experience programme (VWEx) on Wednesday 9th – Friday 11th December. This letter outlines relevant information for you and your child about the process. Please can you go through this information carefully with your child and contact the school if you have any questions or concerns.

Students completing VWEx at home:

In the coming days, your child will receive an email to their school email account which will give them access to their placement via Google classrooms. They will need to check this information carefully and will be required to complete the 'Code of Conduct' required by the employers. An example of this has been enclosed. Please encourage your child to regularly check their email for updates at <https://mail.hayleacademy.net/>.

Where consent was given by you for your child to work from home (letter sent October 2020), they should stay at home during the placement and will be registered via the Google classrooms platform, this will not affect their attendance record. They are required to engage fully with the programme, any behaviours that are not following the agreed code of conduct will require students to return to school. An example of a code of conduct has been included.

I have enclosed a copy of the suggested Health and Safety information and your child will receive a Health and Safety briefing session in school before the placement takes place. Students who are entitled to free school meals will receive vouchers for this period.

Students completing VWEx in school:

Students will need to check their school emails in order to gain access to their placement as stated in the instructions above. The normal school timings will apply and students will be required to wear school uniform. They will be based in the LRC or room 22 for their placement and support will be available at all times. The canteen will be providing lunch as normal.

Students not participating in VWEx:

A small number of students are not participating in the VWEx, they are therefore expected to attend school as normal and in full school uniform. They will be working within the Y11 'bubble' and work will be set for them to complete during this time. The canteen will be providing lunch as normal. If you have any questions or concerns, please do not hesitate to get in touch either by phone or email VWEx@hayleacademy.net.

Thank you for your continued support with this exciting venture!

Rebecca Wilson
Global Values Lead Teacher

3 Highlanes, Hayle, Cornwall, TR27 4DN
enquiries@hayleacademy.net
www.hayleacademy.net 01736 753009
Executive Headteacher: Mrs Jan Woodhouse
Head of school: Mr Simon Horner



Hayle Academy is part of Truro and Penwith Academy Trust, a charitable company limited by guarantee. Registered in England and Wales. Company number: 08880841 Registered office: College Road, Truro, TR1 3XX.