

Dear Parents and Carers

### **Work Experience Planning Pack – 3rd - 7th March 2025**

One of the highlights of Year 10 is our Block Work Experience programme. This is a government sponsored scheme where your child will have an opportunity to take an active part in a business as would an employee.

Every year this is always very popular and successful and to help you understand what is going to happen and when, I have included the following information in this pack:

- An Information Booklet for Parents and Carers.
- An Information Booklet for Employers which should be give to the employer prior to commencing a placement.
- A sample letter to employers. This should be used as a guide when contacting employers looking for a work placement and can easily be adapted to email form.
- A Work Experience Placement Approval and Consent Form 2024-25
- Work Experience Protocol re Mobile Phones in the workplace.

At Hayle Academy, we use this Block Work Experience to enable the students to improve their employability skills and to put the knowledge and skills they have learnt in Careers, PSHE and Citizenship into practice in a real workplace situation.

The process we use to organise the “work placements” with businesses is as follows:-

#### **Finding a Work Experience Placement**

It will be the responsibility of the student to find a placement however there are a number ways in which they are supported to do this:

There is a database of placements we have on a website

<http://cornwall.learnaboutwork.net/log-in-student.asp> log-in with the following details:

Username – **Hayle Student**

PIN – **6296**

Please note that the job opportunities on this system are not ‘advertised’ placements. It is simply a database of employers that have taken students in the past and may be willing to take someone again. We will spend some time demonstrating this facility to students in school.

There are also a number of placements on the Cornwall Council website that students can apply for and these are on : [www.cornwall.gov.uk/workexperience](http://www.cornwall.gov.uk/workexperience) .

They can also find a placement by using the telephone directory or [www.yell.com](http://www.yell.com) .

The Department for Education (DfE), who sponsors Work Experience, does **not** support placements in the family business or in a work place where your son or daughter has already worked.

If you would like your son or daughter to have a work placement that is outside Cornwall this is fine (as long as it is in England or Wales) but you need to let me, the Work Experience Co-ordinator, know as soon as possible as arranging this can take a long time and is not always guaranteed. Some students may want to complete a placement with an organisation that offers fixed weeks that fall outside the school work experience window. This is often the case for placements in the military, police or NHS. If this is the case, please do let me know and we will do all we can to support this placement.

Please note, **parents and students are responsible for all travel and lunch arrangements and expenses.** If this is a barrier to participation, please contact me so that we can look at ways that we can support.

### **The Approval and Consent Form**

Once your child has found a work placement and been accepted you will have an Approval and Consent Form sent home for you to complete section 1 Information About the Student.

It will then be taken by your child to the placement provider who will complete sections 2 and 3 and sign in section 4 and return it to you to see the details of the placement. If you are happy with the placement you and your child must sign in section 4 and return it to me at the school.

Your child cannot go on their placement until this form has been fully completed and returned to me at the school.

Please note, the deadline for the return of completed Approval and Consent forms is **8th November 2024.**

### **Health Safety and Welfare for Work Experience**

Cornwall Education Business Partnership will have visited the work placement provider to make sure they are able to take account of the health, safety and welfare of your son or daughter. Again the placement cannot take place BEFORE they have approved the placement.

We will provide a general health and safety course before your son or daughter go on their placement and if they are undertaking a High Risk Placement we will make sure they are aware of the specific risks and their control measures.

The placement provider must give your son or daughter a health and safety induction on the first morning which he or she will record in their logbook.

A member of staff will visit or call the work placement and talk to your son or daughter and their work placement supervisor. If their placement is out of Cornwall they will be contacted by telephone to see that all is well.

### **Who to Contact in School**

If you feel you need any further clarification, support or information, or if you need to talk to someone urgently about your son or daughter whilst they are on their work placement then please contact me at **[rwilson@hayle.tpacademytrust.org](mailto:rwilson@hayle.tpacademytrust.org)**.

I have enclosed the Information for Parents/Carers leaflet and there is also information on the Cornwall Council website address:- [www.cornwall.gov.uk/workexperience](http://www.cornwall.gov.uk/workexperience) which you may find useful.

Yours sincerely,

Rebs Wilson  
Assistant Headteacher