



**Sunrising, East Looe, Cornwall PL13 1NQ**  
**Telephone: 01503 262625**  
Email: [enquiries@looeca.net](mailto:enquiries@looeca.net)  
[www.looe.cornwall.sch.uk](http://www.looe.cornwall.sch.uk)

Headteacher: Mr S Yalden BSc (Hons) PGCE NPQH

Our Ref: JRE/HWI

22 October 2021

Dear Parent/Carer

### **Work Experience Week – 18 - 22 July 2022**

Year 10 students are expected to take part in Work Experience Week as part of their career's education.

The week provides students with an experience of the working world and often helps them to decide on a career pathway for the future. Work experience can be located all over the country, some students have been to London, Isles of Scilly, Manchester and further. Due to the current circumstances we are fully aware that not all students will be able to obtain a face to face experience or that some businesses will not be able to offer their services, so this year we are offering a hybrid programme for Year 10.

#### **Face to Face (preferred option)**

If students are able to secure a face to face week-long work placement, we would encourage and support this experience. Students are expected to find themselves a placement and arrange for the consent form to be completed and returned to school. Please read the attached guidance for parents from Cornwall Council. Also enclosed is an E-consent form, should you wish to complete this form electronically, and Guidance for Employers if you need to pass this onto a placement. All students have been given a consent form to bring home too.

Face to face placements will need to be confirmed and the enclosed consent form completed and returned to us by 6 June 2022 at the latest.

Placements will not be able to take place if returns are not received by this date.

All students will be informed of the procedure that is needed to secure placements and they can seek help from their tutor, Mrs Bateson or myself.

#### **Employers, Enterprise and Sector Experience in school**

This programme will take place in school for any students who is not able to gain a face to face placement. It will consist of workshops with local employers working around skills, enterprise projects working in teams and a chance to explore specific employment sectors of interest. This is a new programme and we can potentially tailor this to any interests of those who wish to take part.

We will be asking students to sign up to either option after half term and make a commitment to the programme.

If you have any concerns or questions, then please do contact me.

Yours faithfully

*J Reynolds*

**Jenna Reynolds**  
**PSHCE & Careers Leader of Learning**  
Email: [jreynolds@looeca.net](mailto:jreynolds@looeca.net)

Enc