



13th February 2025

Dear Parent/Carer

Re: Important information related to our Year 10 Work Experience Programme

I am delighted to be able to share with you details of our Year 10 Work Experience Programme. If I could please make you aware of the deadlines below:

Deadlines	
Friday 21 st February	Approval and Consent forms for placements outside Cornwall to be submitted to poltairy10wex@poltair.celtrust.org . This means if your child has been offered a placement by an employer who is not in the Cornwall region, you will need to have completed the Approval and Consent form following the offer of a placement from the employer who is not in the Cornwall region.
Monday 22 nd April	Approval and Consent forms for placements inside Cornwall to be submitted to poltairy10wex@poltair.celtrust.org . This means if your child has been offered a placement by an employer in the Cornwall region, you will need to have completed the Approval and Consent form following the offer of a placement from the employer.

The Approval and Consent Forms can be found on the school website and accessed via the link below:

[Approval and Consent Form 2024-2025](#)

- Stage 1 – parents to please complete Section 1 the form via your phone or computer, save it and email it across to the employer who will then complete stage 2.
- Stage 2 – employers to complete Section 2 and 3 email back to parents
- Stage 3 – on receipt of the completed form from the employer, parents and student review information and if happy; completes Section 4. The completed form is then emailed to poltairy10wex@poltair.celtrust.org.

Please note until Approval and Consent forms are completed and submitted back to school, the Work Experience placement is not confirmed.

Employers must:

- Provide Public and Employer Liability Insurance
- Show or complete a disclosure and barring disclosure as soon as possible if the placements may involve one-to-one working or close contact (1:1 transport arrangements are unlikely to be authorised).

- Complete a satisfactory Young Person's risk assessment (we can help with this).
- Be completing work that is on the approved and allowed list.
- Be visited by the Cornwall Council Work Experience Team and received their approval.
- Be within our school Work Experience week. Monday 21st – Thursday 24th July 2025. Weeks outside of this may be considered on a case-by-case basis – please contact Mrs Turner for advice. Her email address is, ltturner@poltair.celtrust.org

Please be aware that authorisation of each placement is based on checks being carried out to ensure the safety of our students. Approval may be withdrawn and placement cancelled if circumstances change, or new information means that they would not meet approval standards.

Additionally, forms returned after the deadlines will be classed as late applications and may not have time for checks to be carried out, so may not be authorised.

IF YOU ARE AN EMPLOYER (or have contacts) – WE NEED YOU

We still have some students who have not yet secured a placement.

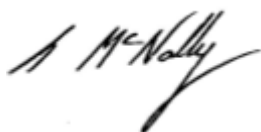
If you can offer a Work Experience placement to one or more Poltair students from Monday 21st July – Thursday 24th July, please get in contact with us via email; poltairy10wex.poltair.celtrust.org

While Work Experience placements with direct family members is not advised, hosting another student is a great opportunity to promote your business sector, inspire our young people, develop their employability skills and encourage future applications for work - you may even find the ideal future employee!

Please do not hesitate to contact us should you have any questions or concerns regarding any aspect of your child's Work Experience Placement.

Thank you for your continued support.

Yours sincerely



Mr McNally
Head of Year 10