



Looe Community Academy

Sunrising, East Looe, Cornwall PL13 1NQ

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Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

17 October 2017

Dear Parent/Carer

Work Experience

In Year 10 students are expected to take part in a work experience week, which will be Monday 16 to Friday 20 July 2018.

This provides students with an opportunity to experience 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.

If an experience is preferred in one of the following places, this will need to be organised by 15 December 2017 at the latest, as the places fill up very quickly:

- HMS Raleigh, Army or any other forces base
- The Police
- Luxstowe Vets
- Treliske Hospital or any NHS department
- Babcocks or Princess Yachts
- Manchester United, Plymouth Argyle or any sports venue
- The Eden Project

All other placements will need to be confirmed and the Health and Safety consent forms will need to be completed and returned to us by 2 February 2018 at the latest.

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

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

Yours faithfully

Kaye Chapman

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