



Ellesmere Park High School

Re: Work Experience Programme Launch

Dear Parent/Guardian,

As part of our commitment to preparing our students for life beyond school, **your child** will be taking part in **work experience during the week of Monday 13th July – Friday 17th July 2026**.

To make this experience as meaningful as possible, students are encouraged to take responsibility for finding their own placement. This could be with an employer they already know, a local business, or an organisation connected to their interests and career aspirations or within their own family network.

Once **your child** has confirmed a placement, they will need to enter the details into **Morrisby's Work Experience system**. The system will then send the information to the chosen employer for approval, ensuring that all arrangements are properly checked and authorised.

After the employer has completed the relevant form, you will receive an email via the **Morrisby** system (email address will be no-reply@morrisby.com) to allow you to review the placement, add in additional information regarding any medical conditions, if relevant, and authorise the placement.

We kindly ask for your support in helping with research and secure a suitable placement. This is an important opportunity for them to gain first-hand experience of the workplace, develop valuable skills, and explore potential career pathways.

The Morrisby system will also send you a polite reminder the week before the placement is due. No action is required unless necessary.

If you have any questions or require further guidance, please do not hesitate to contact us using the contact details below. If they cannot attend for any reason or if there are any issues, please contact the school directly and ask to speak to Miss Parkinson.

Thank you for your continued support.

Yours sincerely,

Miss Parkinson
Assistant Principal