



# Ellesmere Park High School

Dear Sir/ Madam

We are pleased to inform you that one of our students has expressed an interest in undertaking their **work experience placement with your organisation during the week of Monday 13<sup>th</sup> July – Friday 17<sup>th</sup> July.**

As part of the process, students are encouraged to find their own placements to build independence and responsibility.

To help make the process as smooth as possible, the school is using the Morrisby platform to manage work experience placements. Students will record their placement details through Morrisby's Work Experience system. Once submitted, you will receive an email (from *no-reply@morrisby.com*) containing a secure 'magic link.' This link will take you directly to the form where you can review the placement details and provide the necessary information required when hosting a student. The form will give you all the necessary information required as part of our Safeguarding policy and what information is required.

Please take note of the objectives the student has entered and, where possible, consider assigning relevant tasks that will help them work towards achieving these goals.

We greatly appreciate your willingness to support our students by offering them this opportunity. Work experience is a valuable chance for young people to gain insight into the workplace, develop essential skills, and explore potential career pathways.

If you have any questions about the process or require additional information, please do not hesitate to contact us via the contact details below

Thank you once again for your support in helping to prepare our students for their future.

Yours sincerely,

Miss Parkinson  
Assistant Principal