



# Morton Academy

The best in everyone™

Part of United Learning

SGR/LW

8<sup>th</sup> November 2022

Dear Parent/Carer

## Year 10 Work Experience – 2023

Our Careers Education and Guidance Program for Year 10 students includes a Work Experience Week with a local employer. We feel this is an important part of your child's education as they prepare themselves for the world of work. This academic year's work experience will take place during the week commencing Monday 10<sup>th</sup> July 2023 and will finish on Friday 14<sup>th</sup> July 2023.

We strongly encourage students to take a full and responsible role in securing a suitable placement. Contacting employers and attending interviews, where appropriate, are all a valuable part of the scheme, but we appreciate that some students may well need support on occasion. To help students with this, we work together with Cumbria Work Experience who give access to a database of employers for work experience for students to access. Please use the following log-in details:

**Website:** <https://cumbria.work-experience.co.uk/>

**Username:** Richardrosestudent

**Password:** Morton2!

All placements will be vetted by CWE and all placements in Cumbria will incur no charge.

Please complete the attached consent form and return to your son/daughter's Form Tutor by **Friday 10<sup>th</sup> February 2023**. It is essential that you complete all the contact information for the company your son/daughter will carry out their work experience. A mandatory health and safety check list/risk assessment must be completed prior to students taking up their placement. If a company is not willing to do this, then by law we cannot allow a student to attend.

In the meantime, if you require any further help and information, please do not hesitate to contact me at school.

We appreciate all the work that goes into finding the right placement for your child and the parental support given.

Yours sincerely

*S Graham*

Susan Graham  
Work Placement Co-Ordinator

*Please return to school by Friday 10<sup>th</sup> February 2023*



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**Morton Academy**  
**Year 10 Work Experience**  
**Monday 10<sup>th</sup> July – Friday 14<sup>th</sup> July 2023**

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Name of Workplace: \_\_\_\_\_

Address of Workplace: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Parental consent is required before your son/daughter can be allowed on a work experience placement. Please complete the form below to confirm your consent.

## PARENTAL CONSENT FORM

**Please complete and return to school by 10<sup>th</sup> February 2023**

I consent to my child: \_\_\_\_\_ Form: \_\_\_\_\_

taking part in Work Experience during week commencing Monday 10<sup>th</sup> July – Friday 14<sup>th</sup> July 2023.

Please give details of any medical conditions or individual needs that need to be considered placing your son/daughter.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any queries, please do not hesitate to contact Susan Graham at the Academy.