



Morton Academy

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Part of United Learning

RR/KRE

1st May 2024

Dear Parent / Carer

We have had a few queries about work experience when students are attending a workplace of their family member. If this is the case, there is no need to complete the forms on Unifrog, although you are more than welcome to, if you would like. Instead, please write a letter or send an email stating that you take full responsibility for the students whilst they are on work experience. If you can also state in the letter the name of the company where the placement is taking place.

This letter should then be sent / emailed to the school, addressed to Susan Graham or Rachel Robinson at this address: workexperience@rrma.org.uk.

If you have any questions, please contact Susan or Rachel on 01228 822644.

Yours sincerely

Rachel Robinson

Rachel Robinson
Assistant Principal