



**Moor Park  
High School  
and Sixth Form**

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**Dear Parent/Carer**

**RE: Year 10/12 Work Experience**

We are pleased to confirm that we will once again be running our traditional work experience programme for all pupils in Year 10 and Year 12.

This year, the programme will run from **Monday 4 July to Friday 8 July 2022**.

Pupils will be expected to find and complete a self-placement, attend an interview and complete five full days of work experience. School will support pupils to understand how they can find and contact possible placement providers. All pupils will be handed a pack on Thursday this week.

In this pack you will find the following:

- 1 x self-placement form and placement agreement
- 1 x employer's undertaking form
- 1 x pupil and parent/carer's undertaking form
- 1 x checklist

Pupils/employers must complete and sign all four forms included in the pack and **pupils must also obtain a copy of the Employers Liability Insurance document**.

All documents in this pack (plus a copy of the liability insurance) must be returned to the school office **by Friday 29 April** so that the relevant visits for risk assessments and the collation of paperwork needed prior to placement can be completed.

Forms 1, 2 and 3 are all also available on our PA Connect app if you would prefer, and a copy of the liability document can also be uploaded as an image via the app.

Please be aware that if a placement is assessed to be a high risk, then school may refuse the placement. In this instance, pupils would need to seek a further placement.

This is a wonderful opportunity for all Year 10 and Year 12 pupils, and we would like to thank you for working with us to make it yet another successful programme.

If there are any questions, we can be contacted via the main school telephone number or you can email [sixthform@moorpark.mp](mailto:sixthform@moorpark.mp)

Yours Sincerely

**Miss J Morgan**  
**Assistant Headteacher – Sixth Form and Careers**