



**Moor Park  
High School  
and Sixth Form**

Moor Park Avenue Preston  
PR1 6DT Lancashire

01772 795 428  
admin@moorpark.mp  
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**Re: Year 10 and Year 12 Work Experience 4<sup>th</sup>-8<sup>th</sup> July**

Dear employer,

Many thanks for accepting our pupil on work experience this year. I am confident it will be a worthwhile and rewarding experience for them.

Just to confirm a couple of important points:

- You will need to confirm start and finish times with the pupil and whether there are any particular uniform requirements, otherwise they will be told to dress appropriately for an office environment, there is a limit of 8 hours per day (including at least a 30 minute break) and not after 6pm.
- If a pupil is unwell or running late, it is their responsibility to contact yourselves and the school
- If you have any concerns about behaviour, effort, or anything at all, either phone the school on the number above and ask to speak to me directly, or email [sixthform@moorpark.mp](mailto:sixthform@moorpark.mp)
- Once work experience week gets underway, a member of school staff will contact you during the week to check in with both yourself and the pupil
- The pupil will be expected to complete their work experience diary to reflect on their experiences each day. If you are able to provide them with time to do that in the day, that would be much appreciated, otherwise they can complete it at home

Many thanks once again for your support with this process.

Yours sincerely,

Miss J Morgan  
Assistant Headteacher – Sixth Form and Careers