



**Moor Park  
High School  
and Sixth Form**

Moor Park Avenue Preston  
PR1 6DT Lancashire

01772 795 428  
admin@moorpark.mp  
www.moorpark.mp

**Re: Year 10 and Year 12 Work Experience 4<sup>th</sup>-8<sup>th</sup> July**

Dear parent/carer

We can now confirm that your child's choice of work experience placement has been agreed with school and can go ahead as planned.

Just to confirm a couple of important points:

- Your child has been provided with a letter that they must take to their employer as soon as possible. This outlines important information for the employer.
- Your child will need to confirm start and finish times with the employer and whether there are any particular uniform requirements, otherwise they should dress ready for an office/formal environment
- If your child is unwell or running late, you must contact both the employer and the school to let them know
- A member of school staff will contact your child during the week to check in and make sure everything is going well
- If there are any issues or concerns, employers will speak to your child in the first instance but also contact school if these issues cannot be resolved
- If the placement is not successful, your child will be expected to attend school as normal for the remainder of the week.

We hope that your child finds the experience a worthwhile and rewarding one and look forward to hearing about what they have learned when they return to school the following week.

Yours sincerely,

Miss J Morgan  
Assistant Headteacher – Sixth form and Careers