October 2025

Dear Sir or Madam

**Re: Year 10 Career Development Placement Application (formerly known as Work Experience)**

At North Halifax Grammar School Year 10 students are preparing to embark on their Career Development Placement which will take place in the summer term of Year 10. This experience is planned as an integral part of their careers education. If you have accepted one of our students for a Career Development Placement in the past we would like to thank you for your support. Students find Career Development Placements a valuable opportunity and in most cases, placements report that having one of our students for a week has been beneficial to their organisation.

This year’s placements will take place for 5 days between **Monday 8th June to Friday 12th June 2026**. In order to make the experience as realistic as possible, we have asked the students to try to arrange their own placements. They have been asked to identify organisations which might provide an interesting placement for them and submit their CV and letter of application accordingly.

The placement is intended to help students develop a greater appreciation of employment issues and the world of work, while at the same time providing an opportunity to build self-confidence and take personal responsibility for their actions.

As employers we ask you to:

* Arrange a mutually convenient time with the student to carry out a pre placement interview
* Provide a brief description of daily tasks and duties
* Go through health and safety procedures with the student on their first day of placement
* To help make the process as smooth as possible, the school is using the Morrisby platform to manage work experience placements. Students will record their placement details through Morrisby’s Work Experience system. Once submitted, you will receive an email (from *no-reply@morrisby.com*) containing a secure ‘magic link.’ This link will take you directly to the form where you can review the placement details and provide the necessary information required when hosting a student.  The form will give you all the necessary information required as part of our Safeguarding policy and what information is required.
* Complete the feedback via Morrisby once the student has completed their week at their Career Development Placement you will receive an automated email from Morrisby requesting this.
* **Inform the school of any absence / non attendance – this is very important**

Students are asked to keep a diary as a record of the placement and time will be allocated to evaluate outcomes on their return to school.

We have very high standards and we expect the highest standards of behaviour from our students. We trust the week will be a positive experience for everyone concerned.

We do hope that you will agree to accept our student for their Career Development Placement but if you have any queries or issues you would like to discuss beforehand, please contact me at [L.Manley@nhgs.co.uk](mailto:L.Manley@nhgs.co.uk) or call 01422 244625 at school as soon as possible.

Yours sincerely



Mrs Louise Manley

Careers and Exams Officer