October 2025

Dear Parent or Carer

**Re: Year 10 Career Development Placement**

Your child’s Career Development Placement will be taking place from **Monday 8th June to Friday 12th June** during Year 10. During these dates the whole year group will be off timetable and will be attending a placement of their choice. Initial preparations are currently underway and students should be considering what type of career they would like to try for one week and approach employers to enquire if they accept students on placement and if they have availability for the dates required. Students have had a presentation in assembly and the information they need has been posted on the Careers Google Classroom.

Once they have secured a placement, students should add the placement on the **Morrisby** platform under the **‘progress’** tab. They will need to enter your email address so that you are able to give permission for them to attend. The placement will be asked to confirm the Safeguarding Policy, provide details of their Employer Liability Insurance and Health and Safety Information. This should be completed before **Friday 30th January 2026**. After the employer has completed the relevant form, you will receive an email via the **Morrisby** system (email address will be [no-reply@morrisby.com](mailto:no-reply@morrisby.com)) to allow you to review the placement, add in additional information regarding any medical conditions, if relevant, and authorise the placement.

Please discuss your child's career aspirations with them and encourage them to aim high with their work experience placement. The placement is intended to help your child develop a greater appreciation of employment issues and the world of work, whilst at the same time providing an opportunity to build self-confidence and take personal responsibility for their actions. Feedback from students and placements are very positive and we know from this that both parties gain a lot from the experience. Preparation and follow-up work will be carried out during Tutorial and Character and Culture sessions.

Students are encouraged to take an active role in the whole process by arranging their own placements using their own and parental contacts as well as researching companies they would be interested in working for. To help your child find their own placement, we have shared with them on the Careers Google Classroom a booklet which provides details of successful placements our students have attended in the past. Should students need any additional help finding a placement they should visit me in the Careers Resource Centre, located just inside the Library next to the NHGS 99. A good starting point is to do a Google search for the type of career they are interested in on Google Maps. It will still be your child’s responsibility to send a CV and covering letter or letter of application to the chosen employer as this is one of the learning outcomes we want them to achieve as part of this process.

Your child should apply for their placement by sending a CV and covering letter or by sending a letter of application to the company they would like to apply to for their Career Development Placement. They must also send, along with their CV etc, a ‘Letter to Employer’, this can be found on the Careers Google Classroom and on the school website at [NHGS Career Development Work Experience](https://www.nhgs.co.uk/careers-and-enterprise/careers-and-enterprise-curriculum/work-experience). Students can use the Morrisby Platform to develop their CV.

It may be beneficial to make an initial phone call to the placement to find out if students are accepted and if that particular week is available before sending the paperwork, students can use the flow chart provided to help them. Please advise your child to apply for one placement and wait a couple of weeks for the reply rather than apply for many placements as this will mean there are fewer placements for other students. If they have had no reply within 2 weeks we would advise that a follow up phone call is made. **Calderdale and Huddersfield NHS Foundation Trust and West Yorkshire Police no longer accept students in Years 10 or 11 for Work Experience placements**, however, they may accept students in Year 12 when they will have another opportunity to arrange a placement.

On a rare occasion where the choice of placement cannot be approved for health and safety, North Halifax Grammar School cannot authorise the placement and your child will have to find an alternative placement or ask for help in finding one.

Schedule

* **Friday 30th January 2026** – all placement information has been submitted to Morrisby.
* **Friday 13th February 2026** – deadline for placements to have submitted information and parents to have agreed to the placement going ahead. If you have not had an email from Morrisby by this date please to confirm the placement, please ask your child to ensure they have submitted the information and if they have then you will need to contact the placement to ask them to confirm the details so that you can agree the placement.
* **March to June** – If any placements are deemed to be high risk, NHGS staff who have been trained to carry out Health and Safety checks will visit the employer before the placement can be confirmed.
* **Spring Bank Holiday (25th to 29th February)** – students should contact the placement to ensure everything is still ok for them to attend and confirm any final arrangements.
* **Monday 8th June** – Career Development Placements begin

If you have any questions or queries please email me at L.Manley@nhgs.co.uk

Yours sincerely



Mrs Manley

Careers and Exams Officer