



Dear Parents and carers,

Year 10 work experience 7th – 11th July 2025

This letter is to launch the opportunity of work experience for all our Year 10 students in the summer term and to invite you and your child to start finding a work experience placement during the week of the 7th – 11th July.

Work experience plays a vital role in learning about the transition into working life and is therefore an important element of our school Careers Education programme. As well as helping students to decide on a career pathway, it can form an important part of a student's CV, and in some cases has even led to employment opportunities after students have left school.

This letter contains all the practical information you will need to decide on your work placement, to secure that placement and be given permission to attend that placement.

1. When?

- **All placements must take place in the week of the 7th to 11th July**
- This is to ensure that school time missed is minimised
- Gateshead school's co-ordinate work experience weeks dates so schools across the borough do not clash.
- The window for work experience applications will only be open between March and a final deadline of 23rd May 2025. **No applications will be approved after this time.**

2. Who?

- Students are expected to research and secure their own work experience placement.
- The school cannot provide work experience places.
- The school is only responsible for approving the placements

3. How?

- Students find their own placements, which must be approved by their parents/carers and then these must be approved via a Health, Safety and Insurance check
- Work experience is co-ordinated through an online system called Morrisby Careers, all the steps necessary to sign up for and have an individual placement approved are done through the Morrisby App, including the Health, Safety and Insurance checks. These checks are completed by the employers themselves via Morrisby.
- The Morrisby app is used by the students, parents/carers and employers to consent to the placements, complete all necessary paperwork and gain approval.
- The app also monitors all activity in relation to the placement including daily attendance, employer feedback and student evaluation.
- **Please note, the careers co-ordinator can help students and answer any queries that parents/carers and employers may have but they will only be in Heworth on Thursday and Friday each week and queries cannot be answered outside of those times**

4. The process

- Students will find their own placement
- Students have access to Morrisby Careers WEX, <https://app.morrisby.com/login/> which is an online platform, and they should add the details of their placement onto this via the App
- Once these details are on Morrisby, parents/carers use the same App to digitally consent to the placement.
- The career adviser will then contact the employer and give them details of how to add all the necessary health and safety information through Morrisby. The employers must also add their digital consent on Morrisby
- Employers must approve and adhere to this process, or the placement will be cancelled.
- Once all this has been completed, the application for the placement will be approved on Morrisby and a letter will be sent home with final details.
- **Accompanying this letter is a parent/carer pack explaining how to use Morrisby and taking you through the process step by step**

With Best wishes,

Mr M Searles
AHT (Personal Development)

Ms Claire Bell
Strategic Career Education Lead Consilium Academies

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