



Monday 20<sup>th</sup> January 2025

**Re: Year 10 – Work Experience**

Dear Parent/Guardian,

Here at Oasis Leesbrook, we firmly believe in giving all our students those opportunities outside of the classroom to help them grow into well-rounded individuals for the future.

As part of our ongoing commitment to this, we are pleased to share that we will be engaging all our Year 10 students in a week of work experience.

This will take place for the entire week of **Monday 30<sup>th</sup> June – Friday 04<sup>th</sup> July.**

What is Work Experience?

Work Experience is a valuable opportunity for a young person to gain experience in the world of work. During the week, students will have the opportunity to observe and work alongside people in a certain job role or sector, as they go about their daily tasks. They will develop skills, contacts, and learn more about the kind of career they would like to have.

Who supports Work Experience week?

Oasis Academy Leesbrook is working in conjunction with Positive Steps, an Oldham-based organisation that work with young people across Oldham in a variety of areas. Positive Steps have run a highly successful Work Experience program for a number of years. Oasis Academy Leesbrook will support every child in finding their placement and will approve these when submitted. Positive Steps will carry out all necessary safety, safeguarding, and background checks, to ensure the placements meet expectations and standards and your child will be safe.

Where can my child do their Work Experience?

If the organisation is willing to support your child, and the placement is deemed suitable by both Positive Steps and Oasis Academy Leesbrook, they can complete this anywhere! We recommend placements are kept as local as possible, and no further than the Greater Manchester area. Students therefore are welcome to complete their placements in Oldham, Manchester, or the surrounding local areas.

All placements must be approved by Oasis Academy Leesbrook and Positive Steps, so if a placement is deemed to be too far away, your child will be notified and the placement rejected.

Principal – Andrea Mitchell

Oasis Academy Leesbrook  
Roxbury Avenue, Oldham OL4 5JE

Tel: 0161 290 4000 [www.oasisacademyleesbrook.org](http://www.oasisacademyleesbrook.org)

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### How will I know my child is safe whilst completing Work Experience?

The school cannot be held responsible for any accidents or incidents that occur whilst your child is undertaking their work experience placement.

Although every effort is made to ensure your child is safe. Every placement is quality assured and assessed by the Positive Steps team to ensure it meets necessary regulations and requirements around health and safety and safeguarding. **No child will be able to attend a placement that is not assessed and approved by Positive Steps.**

During the Work Experience week, the academy will contact your child and their placement to ensure everything is running smoothly. Your child will have the contact details of key members of staff within the school so should any concerns or issues arise, they can get in touch directly with relevant Oasis Academy Leesbrook staff.

Parents will be responsible also for the safety and wellbeing of their child during Work Experience week. This includes travelling to and from their placement.

### How does my child find their placement for Work Experience?

It is the responsibility of the child and family to ensure a placement is sourced. **Oasis Academy Leesbrook cannot source a placement for your child.**

This placement could be with family, family friends, or local businesses. We recommend your child emailing or ringing various organisations and asking if they can complete their weeklong Work Experience with them. This is a key skill and a great chance for your child to build some independence and confidence!

Once your child has found their placement, they must upload the details to their Career Manager app. Details on how to do this have been attached to this letter.

### How much is Work Experience?

This event is **free of charge**.

Oasis Academy Leesbrook has **fully funded** the Work Experience program for all Year 10 students. However, all transport, food and drink, and equipment costs will need to be funded by the family.

### Where can I get more information?

There will be an information evening held on **Thursday 30<sup>th</sup> January 2025 at 15:30pm – 16:30pm**. This will be held in school. The purpose of this information evening will be to share further details regarding work experience, as well as offer an opportunity for parents to ask any necessary questions. We **strongly recommend** all parents and carers attend this event. The evening will be hosted by Mr. Barnes and Mr. Sinnott-Davies, as well as Sarah Meadowcroft from the Positive Steps Work Experience team.

There will be limited on-site parking available, as well as refreshments.

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Please also find below key contacts where any questions and queries can be directed:

Mr. J. Sinnott-Davies (Careers Lead) – [Jamie.Sinnott-Davies@oasisleesbrook.org](mailto:Jamie.Sinnott-Davies@oasisleesbrook.org)

Mr. C. Barnes (Assistant Principal – Personal Development) – [Chris.Barnes@oasisleesbrook.org](mailto:Chris.Barnes@oasisleesbrook.org)

The Work Experience week promises to be an exciting and thought-provoking one, and we look forward to supporting your child with this.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'C. Barnes'.

Mr. C. Barnes  
Assistant Principal: Personal Development

Principal – Andrea Mitchell

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