



The  
Oakwood  
Academy

**The Oakwood Academy**

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Headteacher: Mr A Gilbert

23 September 2022

Dear Parent

**Work Experience Week – Monday 3<sup>rd</sup> July – Friday 7<sup>th</sup> July 2023**

We are committed to offering all Year 10 students an opportunity to take part in a one-week work experience placement. Such an experience offers many benefits and helps to promote the careers programme and employability skills.

All Year 10 students will be provided with guidance on the procedures and preparation for work experience in an assembly and the RHSE curriculum will focus on careers in the Spring term. We are encouraging students to find their own work experience placements. We would recommend they contact companies in order to secure a placement in an area they are interested in and that reflects their ability and aptitude. It is vital that students consider this carefully to find the most beneficial placement. Students should make such contact under the guidance of an adult, either at home or in school. We recommend students using their school email address and not contacting individuals via social media.

Ideally, students will find a placement in the wider community in the Nottingham and Nottinghamshire area and complete in full the Work Experience Student/Parent Agreement form. This is found on page 6 and 7 of this booklet. **This form must be returned to Student Reception by Friday 16<sup>th</sup> December 2022 – please ensure you sign as parent. The deadline for returning the Employer Agreement form and securing a placement is Friday 24<sup>th</sup> March 2023.**

The deadline is important as each potential placement needs to be confirmed and risk assessed, which takes considerable time for the year group. A placement cannot go ahead without going through this process and receiving approval from school. Please encourage your child to respect the deadline, as late forms will not be processed until all other placements are organised.

Students have been advised that if they are having difficulty in deciding what to do or where to start to seek advice from the form tutor in the first instance. Please encourage your child to speak to their form tutor or myself if they are in any doubt about what to do. Please read through this booklet and feel free to contact your child's tutor in the first instance, should you have any concerns or questions.

If you, as an employer, are willing to offer a placement to any of our students at your place of work, please contact our Careers Team [TOA-Careers@oakwoodacademy.org.uk](mailto:TOA-Careers@oakwoodacademy.org.uk) who will contact you if a student is interested in your field. We would be extremely grateful if you could support us in this way and look to build up links with the local and wider community.

Please complete the **Work Experience Student and Parental Agreement form and return to Student Reception by Friday 16<sup>th</sup> December.**

Yours sincerely,

Ms S Wilkinson  
Aspirations Coordinator

Mrs K Jane  
Careers Advisor

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