



March 2022

Dear Parent/Carer

RE: Work Experience

You will be aware that we have work experience from **Monday 4th July to Friday 8th July**. It is vital that if your child has **not** started their application for work experience that they do this as soon as possible to ensure that they have a confirmed placement for this period.

There are two ways that your child can undertake work experience. They can either use the EBP login (E-mails have been sent to students and instructions attached to this letter) or they can complete their own work placement form.

Please see below each of these methods and how to complete a work experience placement:

EBP Login

Attached to this letter is the information of how students should use the EBP portal. There is also a nine-minute video explaining how the online portal works which can be viewed here: <https://www.youtube.com/watch?v=IR8Jt0H5qUc&t=1s> .

Students should access the EBP website: <https://ebpsouth.work-experience.co.uk> using the login details and passwords sent to them in the Autumn Term. If they have forgotten their password or they need support in applying, they should contact Jan Rance (Jan.Rance@oasismayfield.org) or go to the careers office (top floor opposite IT). Please note that Ms Rance works on **Mondays and Tuesdays only**.

They can then apply for their work experience placements. Students **must continue to keep checking** their account regularly to ensure that their application is still pending. If it has been declined, then they will need to apply for another opportunity.

We have been made aware by some students that they have been waiting a long time for their placement to be accepted. We have contacted EBP who will liaise with employers to ensure that they accept or decline placements as soon as possible.

Principal - Claire Taylor

Oasis Academy Mayfield

Ashley Crescent, Southampton, SO19 9NA

Tel: 023 8032 8128 Email: info@oasismayfield.org

www.oasisacademymayfield.org



Oasis Academy Mayfield is sponsored by Oasis Community Learning
www.oasiscommunitylearning.org - part of Oasis UK.

Oasis Community Learning is a Company Limited by Guarantee registered in England & Wales (No. 5398529) and an Exempt Charity Registered Office: 75 Westminster Bridge Road, London SE1 7HS



Own Work Experience Placements

If your child has chosen to complete their own work experience placement, they will need to complete an 'own work experience placement' form. This is also attached to the E-mail.

This form will enable us to complete the necessary health and safety checks to ensure that the placement is a safe place for students under the age of 18. This will need to be completed regardless of whether the placement is with family, friends, or other known people. You can use the following attached form and return to Ms Baxendale or Ms Rance in the careers office.

Please remember that if your child has applied for an opportunity via the EBP portal and it is accepted, they **cannot** complete an own work experience placement. Unless there are extenuating or exceptional circumstances, there is a cancellation charge for rejecting an accepted placement.

Yours Faithfully,

Tiff Baxendale
Assistant Principal

Principal - Claire Taylor

Oasis Academy Mayfield

Ashley Crescent, Southampton, SO19 9NA

Tel: 023 8032 8128 Email: info@oasismayfield.org
www.oasisacademymayfield.org



Oasis Academy Mayfield is sponsored by Oasis Community Learning
www.oasiscommunitylearning.org - part of Oasis UK.

Oasis Community Learning is a Company Limited by Guarantee registered in England & Wales (No. 5398529) and an Exempt Charity Registered Office:
75 Westminster Bridge Road, London SE1 7HS

