

14 October 2016

Dear Parent/Carer

**Re: Year 11 Post-16 Choices**

We are approaching a very important time for your child in Year 11 and I wanted to take this opportunity to explain our applications process.

An assembly to explain all the options and to introduce the Careers Team took place in September, and prospectuses from the colleges are currently being handed out to all Year 11 students. They have received a list of all of the open events from our local colleges, and we would like to encourage students to visit each one where possible, so that they can make informed choices.

On Tuesday 29 November, we have our annual Careers Convention, which is a market place event for students to gain impartial advice and guidance from colleges, employers, training providers and universities. Year 11 students will be given time during Period 5 to visit the event, which is then open until 4pm for all students, parents and the community. We hope to welcome you to the event between 2.40pm and 4pm.

As we work in partnership with the Local Authority Careers Service and the colleges, all of our post-16 applications will be completed in school on Wednesday 18 January and Friday 20 January, with expert support from qualified Careers Advisors and College Liaison Staff.

We do recommend that our students apply during these sessions. We offer this provision as it enables college applications to be tracked, completed with all of the expert guidance available, guarantees a quality application is submitted by every student and ensures a smoother and quicker process. The only exception would be for those students wanting to apply to Reaseheath College, St Joseph's College Sixth Form or The JCB Academy, as they have early application dates. Further information can be found on their websites.

Our Local Authority Careers Advisor is Mr Clive Shaw, he can be contacted at the Smithfield Building, or through the school for impartial advice and guidance. He has already started meeting our Year 11's in 1:1 guidance interviews.

If you have any queries about Careers or the applications, please do not hesitate to get in touch.

Yours sincerely

*Josephine Bailey*

**Josephine Bailey**  
**Careers & College Links Co-ordinator**