

10 September 2013

Dear Parent/Guardian

Careers Guidance

Now your child is in Year 11 you will be giving increasing thought to their career and further education prospects as the year proceeds. I would therefore like to draw your attention to the guidance and advice offered by the school.

Please find attached a list of dates showing Open Days and Evenings at local colleges and schools including the date of the forthcoming Careers Convention to be held at Langley Secondary School on Wednesday 16 October between 6.30p.m and 8.30pm. Please note we will not be holding the convention here this year.

We have a Careers Adviser coming into school every Wednesday each week. Students will be selected for an interview if we feel they are unsure of what to do when they leave us. A note will go onto the registers each week for Form Tutor's to inform the students of the date and time of their interview which will take place in the careers office next to PSC. It is important that students attend this interview since the school is paying for the Adviser's time and once this time is lost we cannot get it back. The Careers Adviser will also operate a drop-in session during first break each Wednesday for any Year 11 student to attend. Throughout the year any student is welcome to come forward and request an interview should they feel they need advice and support. If they come and see me, at my office next to reception, I will arrange this for them.

This term, presentations will be made to students during assemblies about post-16 options and the opportunities available at local colleges. ***Please note that applications to Solihull 6th Form College should be submitted on line before the end of January.*** All other college applications are to be made in the spring direct to the college concerned. Prospectuses for the local colleges can be found in the careers library within the Learning Resource Centre, once they become available.

During the year I shall be organising a workshop for those interested in apprenticeships and additional resources about various careers can be found in the library for any student who wishes to take a look. Also the National Careers Service website provides careers advice and information on a wide range of jobs, training courses resources and funding. Please go to www.nationalcareersservice.direct.gov.uk.

Further information and guidance as and when I receive it can be found under Careers on our website and on Frog, plus students need to keep an eye on the noticeboard outside the LRC.

Please be assured that as much as possible will be done to ensure that your child's transition onto his/her future career will run smoothly but if you have any concerns relating to this then please let me know.

Yours sincerely,

S. Watson (Mrs)
Careers Co-ordinator