



Headteacher : Dr Simon Letman BA, MA, EdD  
Deputy Head : Nicola Shelley

November 2015

Dear Parent/Carer,

## **Careers Guidance Interviews at Holbrook Academy**

This year we will be working with Mrs Sarah Pawlewski from Career Directions to provide impartial, independent careers guidance for students in Year 11. Individual interviews will be available by request. In addition, we may offer small group careers guidance sessions either with Mrs Pawlewski, myself or appropriate mentors, depending on the career areas.

Modern careers guidance can encourage greater focus and motivation at school, and can help students to understand the value that employers place on education and training. By helping our students to broaden their knowledge about career opportunities, they can start to generate their own ideas and aspirations, and set some exciting personal goals for the future.

As the world of work changes, we need to adapt and continue to develop our skills in order to remain employable throughout our lives. At school, we aim to develop our students' career management skills to help them to navigate successfully throughout their career journey. The job market is competitive and it is important that we help to prepare our students for transitions in Year 11 and beyond.

Mrs Pawlewski and I will also help your child to explore a range of post-16 options such as College, Sixth Form and Apprenticeships, according to their interests and abilities. Along with their tutors, we will check that their post-16 choices are suitable to maximise their potential and keep options open in the future. A detailed personalised action plan will be provided together with links to useful web sites for further exploration.

Mrs Pawlewski has many years' experience of providing careers guidance to people of all ages. She is professionally qualified with an MSc in Careers Guidance, and is registered with the Career Development Institute.

Please indicate on the attached reply slip any specific, tailored careers guidance your child requires. Completed slips should be returned to me as soon as possible.

Yours sincerely,

Mrs D Tinker  
Curriculum & Progression Co-ordinator

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Name of Student: ..... Form .....

I would like to arrange:-

A 1:1 independent careers meeting with Mrs Pawlewski for my child.

I do / do not wish to attend.

Further advice from Mrs Pawlewski / Mrs Tinker – please indicate the areas of interest below:-

An opportunity to meet with a careers coach and other students interested in the same employer sector – please indicate areas of interest below:-

Signed: ..... Parent / Carer

***Please return to Mrs Tinker as soon as possible.***