



May 2018

Dear Parents and Carers

I am writing to inform you of the following important dates in your son/daughter's Career programme. Your support is vital and your attendance would be very welcome.

Dates are as follows:

Tuesday 5 June 2018 – Work Experience and Preparing for Opportunities
Information Evening 6.00 – 8.00pm

This evening will start at 6.00pm in the Atrium. You will be able to talk to representatives of local colleges, local employers and to take home a wealth of information and contacts. Following on from the Atrium there will be a presentation in the Hall during which we will deal with Work Experience and there will be an informative talk given from East Norfolk 6th Form College and East Coast College. The evening will end with a "How to dress at an interview". We hope that we have given enough notice for you to be able to attend this important event.

Please make every effort to attend on 5 June at 6.00pm, as this evening will explain many of the issues/questions you may have. Please do make the most of all the information available on the night.

Friday 29 June 2018 – Preparing for Opportunities' Conference

Pupils will be asked to come to school dressed appropriately for a job interview. They will be out of uniform all day. During the day they will be given:

- A mock interview (with a full debrief on how to do better)
- Preparation of their C.V (which they are working on in Careers/RSE lessons now)
- Two short presentations on Apprenticeships and University Degrees.

Monday 2 July to Friday 6 July 2018 – Work Experience



Please complete the slip below and return to Mrs Tubby at the Student Reception by **Wednesday 23 May 2018**

Yours faithfully

Janis Tubby
Office Administrator

Tuesday 5 June 2018 - 6.00 to 8.00pm

Pupil:	
Form:	
Signed:	(parent/carer)

Please Tick

I will be attending the "Information Evening"

I **will not** be attending

Please return to Mrs Tubby at the School Reception by Wednesday 23 May 2018