



15 May 2023

Dear Parent / Guardian

Year 10 Careers Provision and World of Work Week

At Maiden Erlegh Chiltern Edge we are proud of our Careers Information, Advice and Guidance (CIAG) provision which is delivered throughout students' 5 years at the school via timetabled PHSE lessons, assemblies and the Tutor programme. In Year 10 there are a number of additional activities calendared to support students as they begin to think about life after MECE and their Post16 options. This includes 1:1 careers talks, Careers Fayre visit and dedicated time to engage with UniFrog's online careers platform.

The highlight of this additional provision is Work-Related Learning Week which takes place **15-18 May 2023**. In this week students will have a number of dedicated workshops and opportunities to explore Post 16 provision delivered by both staff from MECE, the Maiden Erlegh Trust and from local colleges and employers.

I am pleased to now share details of this week with you. We are lucky to have gained the support of several outside speakers and professionals to deliver workshops. I am sure you understand that given the large number of guest speakers, it is imperative that the behaviour of students is to our high school standards. Any students who behave in a way that is unbecoming to the school will receive sanctions that follow the school's behaviour policy.

Date	Theme and details of outside speakers/workshops
Monday 15 th May	<p>Introduction to 6th form and College</p> <p>Our trust careers advisor and representatives from colleges 6th form will talk to students about 6th form and college. Students will have an opportunity to research colleges and 6th forms in their local area. This will prepare students for thinking about choices in Year 11.</p> <p>Guest speakers will also include a speaker from Brunel University, a member of teaching staff at Reading college who specialises in teaching students with SEN needs and/or EHCPs. It will be recommended to students which talk to attend, however, please do let me know if you would prefer your child to attend one the talks.</p>
Tuesday 16 th May	<p>Introduction to the world of T levels and apprenticeships</p> <p>Morning talk by ASK (apprenticeship company) and Reading college regarding T levels. Workshops delivered by MECE staff on body language at work, correct clothing at work and finance matters such as pay slips, tax bands and understanding your salary.</p> <p>Students will attend a Virtual careers fair or a talk given about UCAS, Oxbridge and aiming high for university.</p> <p>Parent webinar – there is a free opportunity for parents to attend an online webinar led by Invest in Education. May 16, 2023 06:00 PM</p> <p>INVEST in education describe it as follows, "As we near the end of the academic year, your family are likely looking ahead to summer and starting to think about how you might use your time off. The summer holidays are a great chance for students to unwind but can also be a very useful time for students to upskill and prepare for their future career. Join us for our InvestIN evening event as we provide your family with advice and guidance</p>

	<p>on how to succeed over the summer holidays, discussing: 1. What the job market looks like today and the key skills and qualities employers are looking for 2. Practical tips on what students can be doing over summer to get ahead in their career development”.</p> <p>If you would like to be involved in this webinar, please do let me know and I can email you the appropriate links.</p>
Wednesday 17 th May	<p>Networking and Making partnerships in work</p> <p>On Wednesday we will be working with external partners DHL to extend our transferrable skills. Students also have the opportunity to take part in a workshop named “Rising to meet challenges” which is delivered by the section of the Red cross specialising in adolescent mental health. The idea of this day is to ensure our student feel confident and ready to make a leap into the world of work on Thursday.</p>
Thursday 18 th May	<p>Students on work shadowing day – please see details below.</p>
Friday 19 th May	<p>Reflections on the week and introduction to Year 11</p> <p>In the morning Year 10 will be writing thank you cards to their work shadow placement and reflecting on skills gained. They will also have an assembly guiding them through the next process of applying to college and/or further study.</p> <p>In the afternoon students are privileged to experience a talk given by a highly successful MECE alumnus and prizes will be given out to students who have impressed in the week.</p>

Thursday 18th May – Work shadowing day

Students are required to make their own way to their work placement, wear appropriate clothing (as indicated by the employer) and are not required in school. If a student has failed to arrange a work placement or has arranged a work placement on separate day students are to arrive at school at normal times with their school uniform and essential equipment. Arrangements will be made on the day for the students to conduct a virtual work experience placement. MECE staff may visit or telephone the work placement to ask about the student and how they are doing. If you have any questions regarding this or any other element of the World of Work Week, please do email me on meceworkexperience@maidenerleghtrust.org

Yours sincerely



Ms K Hardman
Careers coordinator