



**MAIDEN ERLEGH**

**CHILTERN EDGE**

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Dear Parent/Guardian

**Year 10 Think Ahead Day – Friday 28 June 2019**

I am writing to inform you about an exciting event planned for students in Year 10. We would like students to be given an opportunity to think through how they can help themselves to become work ready and develop key employability skills in preparation for Year 11 and post-16 destinations. The day will involve interactive sessions preparing students for the world of work.

In the morning, students will interact with a number of different representatives from a range of businesses who will deliver four carousel sessions that include:

- Working with People
- Making a Strong First Impression and Dressing to Impress
- Interview Techniques
- Customer Service

Students will also be encouraged to discover the diverse career possibilities in these fields by speaking directly with the representatives from the different organisations.

In the afternoon, students will take part in a Curriculum Vitae writing workshop and a session using the Start u-explore careers software.

The software package is a fantastic opportunity to explore the many different options available to young people. This will enable students to make decisions about jobs and professions that suit their individual personality and skills. Students will also be able to think through areas they may need to improve upon, the courses and subjects that they may need to take, support with decisions regarding college, university and apprenticeship routes and finding out who is recruiting locally in their professions of interest.

Members of staff from Covea Insurance will also be delivering a Curriculum Vitae workshop so students can learn about the recruitment and selection process and how to differentiate themselves when interacting with prospective employers.

Please note that the planned activities will last until 13.20pm when students will have their lunch. Students will return to their normal timetabled lesson 5 and should therefore ensure that they have the relevant materials for these lessons.

If you have any questions or would like any further information, please do not hesitate to contact me on [bh@maidenerleghschool.co.uk](mailto:bh@maidenerleghschool.co.uk)

Yours faithfully

Mr R Buck  
Trust Lead for Careers and Destinations/STEAM  
Maiden Erlegh Trust