



MAIDEN ERLEGH

CHILTERN EDGE

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20 November 2019

Dear Parent/Guardian

Support and guidance for Year 11

As part of our support and guidance strategy for Year 11 students, I am writing to inform you of the provision that we have put in place to support your son/daughter over the upcoming months. This programme has been designed to build upon the 'World of Work' workshops delivered at the end of Year 10, the 'Introduction to Revision and Managing Exam Stress' sessions in October and the impartial individual Careers Interviews conducted by Adviza throughout September and October 2019. You should have already received a copy of the notes from the Adviza meeting for your son/daughter which offers advice on next steps and actions.

Each student in Year 11 will be offered the following:

- In the week of **25 November 2019**, each student will have a 20-minute review meeting with a school leader or Trustee to review their current approach to school, their preparation for the recent PPEs and to advise them on drawing up a measured and manageable plan to use the time remaining this academic year. Your child will be handed an appointment letter during assembly tomorrow, Thursday 21 November.
- At Year 11 Parents' Evening (**Wednesday 27 December**) students are strongly encouraged to join the meetings with yourselves and their teachers to discuss PPE results and specific strategies to support ongoing progress in each subject. PPE results will have been shared with students during a special Year 11 results assembly that afternoon.
- On **Thursday 12 December**, each student will participate in a 15-minute mock interview conducted by member of Trust Staff. In advance of this day students will have completed their own Curriculum Vitae and drawn up an application for either a post-16 study, apprenticeship or job. Students will be asked a series of questions that will mimic a real mock interview. They will be offered both verbal and written feedback following their interview. Further details will be shared with students in due course.
- An invitation to our annual Trust Careers Fair on **Tuesday 4 February 2020**, held at Maiden Erlegh School. There will be over 80 representatives from the world of work, colleges, universities and apprenticeship providers. The evening will provide students with an opportunity to think through their future destination choices and the ability to talk directly to representatives from a huge number of different fields.

During the review meetings outlined in the appointment letter (w/c 25 November) students will receive a Student Careers Pack which offers further information on applications, signposts to support websites and a comprehensive overview of the Open Events for a wide range of local Post 16 providers. You can view this pack on the school website under **Letters for Parents – Year 11 Letters**.

I hope that you will take the time to discuss the student careers pack and careers action plan with your child in preparation of exploring the different options available to them. I look forward to seeing you at Parents' Evening.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'E Bliss', with a long horizontal flourish extending to the right.

Miss E Bliss
Assistant Head, Maiden Erlegh Chiltern Edge

A handwritten signature in black ink, appearing to read 'C Ashley', with a large, stylized initial 'C' and a long horizontal flourish extending to the right.

Mrs C Ashley
Head of Year 11