



Our Ref: THL

27 November 2018

Dear Parent/Carer

I am writing to inform you that we will shortly be offering dedicated careers guidance to your child. The sessions will start on Wednesday 5 December 2018, will last 30 minutes and will be carried out by an independent advisor who is employed by Prospects. The company are currently funded by the government until April 2019. After this date the funding is being withdrawn. This is a fantastic opportunity to help guide our young people on to their next steps.

The careers adviser, who is qualified to above the Level 6 Advice and Guidance qualification, will be able to provide advice and guidance to students on the full range of Further Education and work based options, including apprenticeships, and will also be able to provide ongoing support. This will include very general initial careers advice for those students who currently have few ideas about their next steps and who need support to focus on career plans and who could benefit from access to job guides to help formulate ideas. Parents/Carers are able to attend the initial careers meetings if they wish to, provided advance notice is received.

The following information will need to be shared with Prospects in order to facilitate this meeting:

Student Name, Gender, Email address, Telephone number, Home Address, Date of Birth, Learning Difficulties, Current Targets, Learner Signatures

For further information the Prospects website can be accessed at <https://www.prospects.ac.uk/careers-advice>

If you have any questions or queries please do not hesitate to contact me at the school.

Yours sincerely

*T Hall*

T Hall (Mrs)  
**Acting Assistant Headteacher**