

St Mary's Catholic High School, Leyland

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September 2022

Dear Parent / Carer,

We are fast approaching the time when our Year 11 pupils must make their choices regarding their progression route upon leaving school. To aid them in making their decisions, there is a Year 11 Careers Education, Information, Advice and Guidance programme in place and due to begin towards the end of September. Please see the reverse of this letter for the calendar of events. Specific details of the main events will be sent to you nearer the time, however we felt it only right to pass on the dates well in advance and reassure you that your child will be carefully guided and supported through the process.

Each of the events serve to provide our pupils with an opportunity to gather information about their post 16 options, ask questions and receive help with the application process. The Super Learning Day will also cover revision skills and pointers for success when thinking about their post 16 choices and subsequent applications.

Other than the 'My Future' Super Learning Day and the assemblies, it is important to stress that these opportunities are **voluntary** and vary from lunch time drop in sessions in the Learning Resource Centre, to after school workshops and application support sessions. It is your **child's responsibility to ensure they attend**, should they wish to. I have asked all form tutors to ensure they remind pupils of upcoming events. Posters will also be distributed in form rooms and around school. I would be most grateful if you could remind your child of the dates and encourage them to attend. The programme is also accessible on the school website.

The school deadline for all St Mary's Year 11 post 16 applications is **Monday, 12th December, 2022**. It is imperative that this deadline is met. Failure to do so may result in your child not receiving a school reference and having to organise their own interview. Assuming your child meets the school deadline, local college interviews will take place on the following dates;

Runshaw College	Tuesday 7th March	organised by school, taking place at school
Preston College	Monday 6th March	organised by school, taking place at school
Newman College	March	organised by college, taking place in the evening at college

Pupils will be notified of the details nearer the time. Any pupils applying for other colleges or apprenticeships will be contacted directly by the training provider regarding an interview.

This is an especially important time for your child and as a school we endeavor to support them as much as possible, however ultimately it is the pupil's responsibility to take ownership of their own post 16 plans. Should you, or they, have any problems please do not hesitate to contact us.

Many thanks for your support.

Yours Sincerely,

Mrs. L. Pilling
Assistant Head Teacher

Mrs. E. McVey
Careers Coordinator



Careers Education, Information, Advice and Guidance

Year 11 Programme

Event	Date	Time	Location
Cardinal Newman College Assembly	Mon 12 th Sept	8:45am – 9am	Drama Theatre
Runshaw College Assembly	Mon 19 th Sept	8:45am – 9am	Drama Theatre
Cardinal Newman College Visit for St Mary's pupils, parents/carers	Sept – Date TBC	Evening – TBC	Newman College
My Future – Super Learning Day	Fri 7 th Oct	P1 – P5	Timetabled
Preston's College Assembly	Mon 17 th Oct	8:45am – 9am	Drama Theatre
Preston College – Apprenticeship Session	Tues 18 th Oct	3pm – 4pm	Drama Theatre
Lunchtime Q&A Sessions with Colleges, Providers & NCS to obtain information and help with applications	Tues 18 th Oct Mon 28 th Nov	1:20pm – 2pm	LRC
Myerscough College Assembly	Mon 10 th Oct	8:45am – 9am	Drama Theatre
Ask Project – Apprenticeships Assembly	Mon 3 rd October	8:45am – 9am	Drama Theatre
National Citizenship Service Assembly (NCS)	Mon 7 th Nov	8:45am – 9am	Drama Theatre
Careers Fair - Years 9 – 11	Wed 23 rd Nov	4pm – 6pm	Drama Theatre
Personal Statement Writing Workshop & Application Support	Tues 15 th Nov	3pm – 4pm	71
Year 11 Impartial CI&G Speed Meet (Identified pupils only)	Tues 6 th Dec	2pm – 3pm	LRC
Year 11 school deadline for all post 16 applications	Mon 12 th Dec	9am	Online
Year 10 & 11 Interview Tips & Techniques Workshop	Tues 24 th Jan	3pm – 4pm	Drama Theatre
Year 11 Cardinal Newman Interviews	TBC by Newman	TBC by Newman	Newman College
Year 11 Preston College Interviews	Mon 6 th March	9am – 1:15pm	LRC
Year 11 Runshaw College Interviews	Tues 7 th March	9am – 1:15pm	LRC

Careers assemblies will be delivered throughout the academic year and additional events, activities and visits will be added to the Careers Programme as they are identified throughout the year. One to One Career Guidance meetings will be available with pupils where necessary.