



Sutton House Academy  
Wentworth Road  
Southend on Sea  
SS2 5LG

Tel: 01702 904633

Headteacher: Alexis Bull

9<sup>th</sup> January 2020

Dear Parents / Carers

**Re: Support for KS4 Pupils – Careers and Employability Information & Guidance**

Further to our support of pupils at Sutton House Academy with regard to Careers and Employability, we have arranged for our KS4 pupils (year 10 and 11) to get involved in an information and advice morning, which will take place as follows:

**Date: 16<sup>th</sup> January 2020 (Thursday)**

**Time: 9am – 10am**

**Venue: SENCO Office / Lounge**

The idea is for our pupils to get information and advice about Careers and Employability in a relaxed and less formal setting. There will be light refreshments provided for our pupils and they will get to meet colleagues from the Southend Borough team, who they will get to work with in future. There will be staff present to make sure that pupils can talk about their hopes and aspirations about their career paths and work possibilities. We have no doubt that your child will make maximum use of this opportunity to gain as much information and advice about matters that concern their future in terms of further learning and the workplace.

Yours sincerely

Mr Andesh Panday  
Careers Lead – Sutton House Academy