

11 September 2015

Dear Parents,

Careers Education Programme

At Ripon Grammar School we recognise that an effective careers programme can help prepare young people for the opportunities, responsibilities and experiences that lie ahead. In addition to the careers education and guidance delivered by staff and external careers advisers, we run careers events throughout the year that involve representatives from businesses and other organisations coming in to school to work with our students.

We are constantly looking for opportunities to develop further links with employers and would like to hear from parents who could contribute to our programme. Contact with employers is of huge benefit to our students as they prepare for their future, and is often welcomed by organisations wishing to build links with young people in the community.

The next **Careers and Higher Education Evening** will be held on **9 March 2016**. This will now be an annual event with a focus on more specific career areas. In 2016 the focus will be on scientific, technical, health related areas and sport, with the following year affording an insight into the arts, business, public sector, media and more. The purpose of the event is to raise our students' awareness of the wide range of career and educational opportunities that lie ahead of them and to provide inspiration and ideas about ways which enable them to stand out from the crowd in future university or employment applications. We would be very grateful to any parents who would be willing to share their first-hand knowledge with students and their parents at the careers evening.

There are also a number of opportunities for business representatives to work with specific year groups. This term our Lower Sixth students will be given the chance of a **practice interview** in order to increase their confidence and to develop the skills needed in relation to gaining work experience during the forthcoming year. An additional programme of **medical mini interviews** will also be offered to students interested in a career within the healthcare professions. These will all take place during November and December 2015 and we would very much welcome offers of help from parents with interviewing experience for future years, in addition to support with other employability skills in individual areas of the curriculum.

Careers Club meets monthly on Wednesday lunchtimes, when students from all year groups are invited to come along to informal presentations from guest speakers about a wide range of careers. Again, we would be very grateful to hear from any parents who would like to participate in this programme which students have found very beneficial.

If you feel that you, or your organisation, would be able to contribute to any of these events, or to other areas of our careers programme, please complete the attached pro-forma or e-mail lockej@ripongrammar.co.uk. Further information about our careers programme and links to useful careers and higher education related websites can be found on the careers education pages of the school website.

Yours sincerely,

Mrs Jill Locke
Head of Careers (Education)

Please tick as appropriate and return to Mrs Jill Locke, Careers Department

(For those parents who have offered to help previously, there is no need to complete, unless details below or offer of help has changed)

- My organisation may wish to participate in future careers evenings
- I, or a colleague may be able to help with practice interviews or medical mini interviews (please delete as appropriate)
- I would be willing to give a presentation / informal talk to Careers Club / run a workshop relating to my field of employment
- I would be willing for a group of pupils and appropriate staff to visit my workplace
- My organisation may be able to offer a work experience placement to a suitable student
- Other (please give details)

Name.....

Parent of..... Form

Organisation.....

Job Role.....

Contact Details (please include email and / or telephone number)

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