

13th September, 2018

Dear Parents,

This year all 5th form students will have important decisions to make about their futures. We will be encouraging them to think carefully about their options this term so that they can make well informed, realistic decisions in the Spring term.

School has arranged for all Fifth Form students to meet with a professional Careers Adviser, Mrs Ann O'Connell, from the Shine Careers Service which is part of Aspire-i. This is an independent service contracted to provide impartial careers guidance, advice and information on a range of academic courses, careers and opportunities.

The Shine Careers Adviser will help your son or daughter to:

- consider all their options including sixth form, college, apprenticeships, traineeships and university
- consider suitable qualifications which can be NVQs and other work based qualifications, BTECs, A levels, Applied A levels, Foundation Degrees, HNDs and Degrees
- understand the entry requirements for courses and apprenticeships
- work out what they want to do if they aren't yet sure
- have the confidence to achieve their goals in life
- take control of their future plans and turn their ideas into reality
- understand that ideas can change and develop as they get older, gain more qualifications and experience

In their appointment with the Careers Adviser, students will be supported to make a decision for themselves and to create a realistic plan of action relating to their career ideas. We recognise that parents are keen to be involved in this process and the attached Careers Information Sheet and Action Plan are intended as a resource for both Fifth Form students and their parents to refer to at home.

The programme of careers appointments will take place over the Autumn term and every student will be allocated an individual 40 minute interview which parents are also very welcome to attend. Please return the attached slip if you would like to be present and you will be advised of a date and time for you to accompany your son or daughter.

I will also be working with form groups during tutorial time to ensure that students understand how to research the courses and careers options available to them, using our excellent on-line resources to explore career areas. Students will also learn how to make informed career decisions in relation to labour market information and will also follow a programme of tutorials focusing on career areas related to subject study and options.

There will be a further opportunity for research of subject choice, at the A level Fair in December, when students will be able to ask 6th form students what it is like to study particular A levels at RGS.

Students are encouraged to visit the Careers Department and to use the lunchtime 'drop-ins' to chat about options and career plans, in addition to browsing the many resources which we have available. Students can of course also contact an external careers adviser through the National Careers Service, for which there is a link on our website: <http://www.ripongrammar.co.uk/academic/careers>

Should there be any concerns about achieving the requirements for entry to Ripon Grammar School 6th Form, it is very important for students to have a suitable back-up plan in place. In order to keep their options open students can apply to more than one school or college and decide where to take up a place once the GCSE results are known. Parents are welcome to contact me for information or advice about this or any other career issues or to visit the Careers stand at the forthcoming **Parents' Evening on Thursday 14th November** and at the **6th Form Open Evening in January 2018**.

Yours sincerely,

Mrs Jill Locke

Head of Careers

lockej@ripongrammar.co.uk

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I would like to attend the appointment with the independent Careers Adviser, Mrs Ann O'Connell, from the Shine Careers Service with my son / daughter.

Student name:

Form:

Please return slip to Form Tutor.