

September 2007

Dear Parent / Guardian,

CAREERS GUIDANCE

Now that your son/daughter is in his/her final year of compulsory education it will soon be time for them to make plans for the future.

Over the last few years there have been great changes in the field of education, training and employment, and it is difficult to keep pace with the enormous range of opportunities available.

As part of the Connexions service, Sussex Careers aim to support your son/daughter and yourselves during this important stage by providing top quality, impartial careers guidance.

We can assist by helping your son/daughter to:

- Explore and assess their skills, abilities and interests
- Identify suitable employment, training or education opportunities
- Prepare for the decisions they have to make
- Identify the next steps they need to take
- Review their action plan until they have settled in their chosen career path

You will receive a Parents' Guide that sets out information to help you assist your son/daughter with their career decisions.

As the Personal Adviser for careers attached to Robertsbridge Community College, it is my role to provide help and support through the following programme:

Individual careers interviews are available on a self-referral basis. Tutors, or yourselves, are welcome to request an interview for a student at any time. I will be available in the school on a Tuesday, for booked appointments. Students may also access help via the drop-in service on Tuesday lunchtimes. I will be attending reviews of students with special educational needs.

Students hoping to find full time work with training after their GCSEs will be offered extra help at the appropriate time (usually April onwards). Also, students who remain concerned or uncertain about their choices will be offered regular contact throughout Year 11, and beyond, as required. After year 11 regular contacts by phone and/or letter will then be made, to ensure your son/daughter has all the help they need as they move through their transition from compulsory education.

You are very welcome to contact me on 01424 425780 (Hastings Connexions Centre) to discuss any concerns or queries you might have about your son's/daughter's options. The Centre is open Monday to Friday, 9am to 5pm. You can also meet with me at the Year 11 parent's evenings.

Connexions Sussex Careers want to give your son/daughter the very best guidance possible. Where appropriate a Career and Personal Action Plan will be written as a summary of his/her current thinking, including any decisions he/she has reached about education or training routes, which you may wish to discuss with them.

Yours sincerely

Lisa Rogers
Personal Adviser