

26th November 2021

**Parents and Carers
of TQEA Y10 Students**

Dear Parents/Carers

Re: Year 10 one-to-one Careers Guidance Meetings

We understand that this is a very busy time for you and your child now they are in year 10 and a good way into their GCSE studies. In addition to this, they will be starting to think and plan for their post 16 options, which can sometimes become confusing and worrying.

Accordingly, over the next few months we have arranged all year 10 students to receive a one-to-one meeting with a professionally qualified Career Specialist who can support your child with their next steps for when they leave The Queen Elizabeth Academy.

During the career guidance meetings, your child will meet with a minimum level 6 trained Careers Information and Guidance Adviser. The Adviser will structure the meeting in 3 sections which are;

1. Where are you now? - This is where we find out where your child is now in terms of what they are studying, what their predicted grades are, their interests and hobbies, any awards they may have received and any previous work experience they may have completed.
2. Where do I want to be? – This is where we find out where your child wants to be in the future (if they know) and we start to discuss the post 16 options to help them on their future journey. This includes discussing 6th form, college, apprenticeships, A-Levels, T-Levels etc.
3. How do I get to where I want to be? – We will put an action plan in place to support your child. Dependent upon what your child tells us, this could include providing your child with useful and up to date information on future careers, local 6th forms and colleges, where to look for apprenticeships etc. It could also include information on open events at local establishments and then we will discuss the application process.

Please rest assured that your child doesn't have to have a firm plan for the future at this stage. The purpose of this meeting is to discuss next steps with them post 16 years old and the adviser's role is to advise, support and guide them to make the right informed decision for them.

Principal: Mr N Harding - (BA Hons) PGCE NPQH

The Queen Elizabeth Academy, Witherley Road, Atherstone, Warwickshire, CV9 1LZ

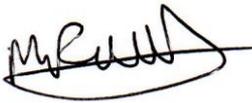
T: 01827 712477 E: info@tqea.attrust.org.uk W: www.tqea.attrust.org.uk

Following the meeting, your child will receive a typed copy of the notes which will be posted home you to discuss with them and refer to while they make future career related decisions.

Should you wish to find out more about the company delivering the meetings, please visit www.careerseekersdirect.co.uk. If you have any additional queries please contact me via m.webb@tgea.org.uk .

I would also like to assure you that the Career Information and Guidance Adviser will remain impartial at all times and everything discussed will remain confidential.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Webb', enclosed within a hand-drawn oval.

Mr M Webb
Careers Lead
PE Teacher