



08 May 2018

Re: Work Ready Week Programme 16th - 18th May 2018

Dear Parent/ Carer

As part of our Careers Guidance programme, all Year 10 students take part in our Work Ready Week Programme. This programme prepares students for opportunities post 16 and includes presentations, a visit to a college, a university and a mock interview. Your son/ daughter will receive additional information nearer the time.

- **Wednesday 16th May** - An all day visit to Carlisle College. Transport is provided free of charge. A packed lunch needs to be brought from home. Students entitled to free school meals will need to collect their packed lunches from the canteen, before leaving for Carlisle. Students need to wear school uniform for this visit and they must bring a waterproof coat, in case of poor weather, for touring around outdoor areas. Students can sign out if we arrive back before the end of school.
- **Thursday 17th May** - An all day visit to University of Cumbria in Carlisle. Transport is provided free of charge. A packed lunch needs to be brought from home. Students entitled to free school meals will need to collect their packed lunches from the canteen, before leaving for Carlisle. Students need to wear school uniform for this visit and they must bring a waterproof coat, in case of poor weather, for touring around outdoor areas. Students can sign out if we arrive back before the end of school.
- **Friday 18th May** - This day begins with morning presentations and workshops in full school uniform. Mock interviews take place in the afternoon with local employers. Students should bring smart clothes (appropriate for an interview) to change into for this session. Students can sign out once their interview has taken place.

If you have any queries please don't hesitate to contact me at school.

Yours faithfully

Mr Young
Head of CEIAG

Please complete and return this reply slip to Reception by Thursday 10th May 2018:

Work Ready Week Programme 16th - 18th May 2018

I acknowledge receipt of the letter regarding the Work Ready Week Programme

Student name: _____ Parent signature: _____