



Meadowhead School

Academy Trust

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CEV

25 October 2019

Dear Parent/Carer,

This year, your son/daughter will be asked to make a decision about their choices beyond Year 11. As a school, we provide a range of support in Year 11 to help each student make an informed decision. We hope that the lessons learnt from activities prior to Year 11 will also prove useful at this time: work experience, meeting employers at World of Work Week; mock interviews and so on.

Activities to support post-16 decisions

A series of activities are on offer to support students with their decision-making.

Activities in school

- All students will attend assemblies where they hear from sixth form, college and apprenticeship providers.
- Students will be invited to small group sessions with an impartial careers adviser on their preferred post-16 options. This covers either choosing A levels, a college course or an apprenticeship (students can attend more than one session).
- One-to-one careers meeting with an impartial careers adviser for students who need or request it. Some students will see a careers adviser a number of times.
- Support from a Higher Education Progression Adviser for students involved in the HEPPSY programme.
- Support through study time and Ethics lessons on personal-statement writing and application processes.
- Information on local open days, taster days and other relevant events shared via form tutors
- After-school Careers Drop-In Tuesdays 3-4pm (Mezzanine) with PC access. Students can work on applications and CVs, search for opportunities and careers information, and get advice.

Events taking place at Meadowhead School for Y11 parents/carers

- Meadowhead Sixth Form Open Evening, Thursday 7 November 2019, 6 – 8pm
- Alternatives to Sixth Form Evening, Wed 20 November 2019, 6 – 7.30pm
 - Hear from a range of colleges, training providers and apprenticeship providers
- Apprenticeship Information Evening, Thursday 12 January 2019, 6 – 7.30pm

Events elsewhere

- Open events at colleges, sixth forms and training centres take place during October & November, predominantly. The open event lists are shared via form tutors and displayed in form rooms and outside the Y11 office and Careers Office.
- Be Inspired Apprenticeship Recruitment Fair, Cutlers Hall, Wednesday 4 March 2020 for students looking for apprenticeship vacancies.
- Details of any further events will be shared with your son/daughter at school as they are announced.

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Timescale

Students will use Sheffield Progress, an online application system, to apply to options within the city. Students will receive log-in details in November, but students can browse course options at www.sheffieldprogress.co.uk before this time.

Sheffield Progress applications can be submitted from 25 November. We aim for all students to complete their applications before the Christmas holidays, so they can be checked and submitted in plenty of time to meet the end-January deadline that some institutions follow.

Students will start work on personal statements in study time before half-term and work on completing these and their Sheffield Progress applications in Ethics lessons in November.

For full details of processes for applying to sixth form schools, including Meadowhead, see www.sheffield.gov.uk/sixthformadmission.

For students applying for apprenticeships, there will be more work to do, and more support on offer, later in the year.

If students are undecided, they can apply to and accept more than one option and make a final decision around Results Day in August.

Expectations

Wherever possible, we expect students to take ownership of the process of moving on from school; this includes researching, making the decision and applying. We will support students as much as required, but there will be work for the students to do in their own time (visiting open events, finishing off applications, searching for apprenticeship vacancies and so on).

Any student needing help should speak to their form tutor initially or contact the Careers Office outside lesson times. If you have any questions, feel free to contact the school and ask for Mrs C Evans or Mrs Simpson in the Careers Office.

Yours faithfully,

Cerys Evans
Careers & Employability Development Manager