

January 2018

Dear Parents/Carers

As part of the Year 10 Careers Education and Guidance Programme for this year, I would like to draw your attention to the following:

**Careers Library**

The Careers Library is available to all students to look at the resources for various jobs or careers and college prospectuses. The Careers Office will assist with researching careers and college courses students may be interested in.

**Deep Learning Days/Tutor Programme**

All Year 10 students will have some sessions focused on career guidance within the Deep Learning Days, including the option to attend a Career Talk given by an external Careers Adviser, and will complete a CV as part of the Tutor Programme.

**Work Experience**

This year work experience will take place from Monday 9 to Friday 13 July 2018. Students wishing to participate will need to arrange their own work experience; however, the Careers Office will offer any support it can with placements. Students must let the Careers Office know of any work experience they have arranged so that contact can be made with the company concerned and Health & Safety visits carried out. You can contact the Careers Office on 01932 349301 extn 230 and ask for Mrs D Hewitt or email [careers@fullbrook.surrey.sch.uk](mailto:careers@fullbrook.surrey.sch.uk).

**In order to process as many applications as possible, we ask that forms are returned to the Careers Office by Friday 23 March 2018, together with details of a confirmed placement. Forms received after this date may NOT be processed.**

**Careers Talks**

All Year 10 students will be invited to sign up to attend talks throughout the year. We have arranged for guest speakers to come in to talk about their chosen career and the path they took to pursue their career.

**Also:**

**Do you own or run your own business? Or could you offer a key work experience placement in your workplace for a Yr 10 student?** Here at Fullbrook we are developing a network of companies that are able to offer Yr 10 students real experiences in their chosen areas of study. As a key requirement of all University applications it is imperative that students can demonstrate real life experiences of their chosen subjects. If you are able to offer a placement, please email the Careers Office at your earliest convenience.

If you should have any questions relating to this letter, please do not hesitate to contact the Careers Office.

Yours faithfully

**Mrs D Hewitt  
Careers Officer**