

The Harefield Academy

Achievement through Active Learning

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Headteacher: Tash Moriarty BA PGCE



September 2018

Dear Parent/Carer,

I am writing to inform you that all Year 11 students will have a one to one careers interview with the Education Development Trust Careers Advisor, Maria Hayford-Fynn, during this academic year, in order to give students the opportunity to discuss the options available to them post-16.

The interview will allow students to discuss their future aspirations and goals, and explore with the Careers Advisor suitable routes after leaving Year 11, whether this is through attending Sixth Form to study A-levels, college for a vocational route, or an apprenticeship. After the meeting, students will receive a Careers Guidance Action Plan which will remind students of the detail discussed in the meeting and also suggest action points for them to research regarding their next steps.

Throughout the year there will be further careers advice, information and guidance with regards to post-16 education. Information can also be found on the careers page of our website [The Harefield Academy - Careers Advice](#). You will also be able to find the contact details of our Careers Advisor, Maria Hayford-Fynn, and our Assistant Head of Sixth Form, Claire Fitzgerald.

I would be grateful if you could complete and return the attached permission slip so that we have the permission of both parent/carer and student in relation to the information obtained during the careers interview.

Please return the permission slip to Student Services by **Friday 28th September**.

Please do not hesitate to contact us should you require any further information regarding your child's post-16 option choices.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nicky Williams'.

Nicky Williams
Assistant Headteacher



Education Development Trust Careers Interview

The Education Development Trust will hold and use student data/information for the period they work with The Harefield Academy.

Do you agree to The Education Development Trust holding this data (the data will not be shared outside of The Academy *(please tick as applicable)*).

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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The student agrees to a copy of the Careers Guidance Action Plan being given to relevant staff within The Academy so that they are able to offer support *(please tick as applicable)*.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Signed Student:		Student: <i>(Print Name)</i>		Date:	
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Signed Parent/Carer:		Parent/Carer: <i>(Print name)</i>		Date:	
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Please return the permission slip to Student Services by **Friday 28th September 2018.**