16th October 2019

Dear Parent/Carer

**Careers Education Programme at Sandhill View Academy**

***Our vision:*** *to consistently support and engage every individual student to understand and develop their own future pathway, and to confidently raise and achieve their aspirations in an increasingly competitive and ever-changing world.*

At Sandhill View Academy we recognise that an effective careers programme can help prepare young people for the opportunities, responsibilities and experiences that are ahead. We are delighted to have an excellent provision of Careers Guidance here at Sandhill View. As you may be aware, the school was recently awarded the Quality in Careers Standard Award which demonstrates our commitment towards Careers Guidance for every student.

I would just like to take this opportunity to bring to your attention some of the elements that make up our Careers provision.

We have a very comprehensive Careers Zone section on the Sandhill View website. This is updated regularly with new opportunities and the latest developments: <https://www.sandhillview.com/the-career-zone/>

Careers at Southmoor Multi Academy Trust also has its own Twitter page which is regularly updated with information, developments and opportunities: *@SMMATCareers*

Students complete their Careers Education programme through their personal development lessons on a Monday afternoon. Full details of what is covered in each year group can be found on the website. Across the school, we are currently supporting students to develop eight key employability skills: listening, presenting, problem solving, creativity, aiming high, staying positive, teamwork and leadership.

There are a large number of opportunities during the year for students to visit workplaces, further education, higher education and training providers. Letters will be given to students when they are invited on such visits and we would ask that reply slips are returned as quickly as possible so that we can make the necessary preparations for the visit.

All Year 10 have the opportunity to take part in a Work Experience placement programme on a Monday afternoon from 1.10pm onwards. Many students have recently started their placements and we would like every Year 10 student to have the opportunity to get involved. This is a programme that is unique to Southmoor Multi Academy Trust schools. More details can be found in the work experience section on the school’s website.

All Year 10 students are also taking part in the Building My Skills programme throughout the year, which is organised by Esh Group. This involves local businesses coming into school to give presentations to our Year 10 students, which are followed by some short tasks to enable students to develop their employability skills. The next presentation will take place on **Tuesday 26 November 2019**.

On **Friday 15 November 2019**, we will be holding our third annual Careers Fair. We are delighted that over 35 further/higher education and training providers and local businesses will be represented on the day and all students in all year groups will visit the Fair during the day. Parents are more than welcome to visit from 3.35pm onwards in the Sports Hall.

The Academy has a fully qualified Careers Advisor based in school who is available to give Careers Guidance to all students. Mrs Robinson can be found in the Careers Office in the MFL corridor. All of Year 11 will receive a Careers Guidance Interview during the year to enable them to explore their career options and develop an action plan to ensure that they have a clear pathway for after Year 11. Other students are able to consult with Mrs Robinson through referral from their form tutor, head of house or me. Mrs Robinson is also available at every parents’ evening to speak to individual parents and students.

Throughout the year, each subject will be holding its own Careers Week. The focus for this year is to look at one particular skill that students can develop through each individual subject which will prepare them for future life. Examples of lessons can be found on the school website. Each department also has a Careers Champion, a member of staff who can be contacted if you would like more information on career opportunities in that particular subject. The names of the Careers Champions can be found in the careers section of the school website.

In June 2020, Year 10 students will all be taking part in a Career Day, where they will have the opportunity to create their own CVs and to take part in a range of mock interviews. They will also have the opportunity to take part in a “What’s my job?” speed-networking event where they can speak to employers and employees from local businesses to find out more about their jobs and backgrounds.

We are constantly looking for opportunities to develop further links with employers and would like to hear from parents who could contribute to our programme. Contact with employers is of huge benefit to our students as they prepare for their future, and is often welcomed by organisations wishing to build links with young people in the community. We are particularly looking for those who are self-employed to help support our programme.

If you feel that you, or your organisation, would be able to contribute to any of the careers events that we are arranging in school, please email [careers@southmoormat.co.uk](mailto:careers@southmoormat.co.uk).

If you would like to discuss any aspects of careers education, please do not hesitate to contact me by telephone or email ([careers@southmoormat.co.uk](mailto:careers@southmoormat.co.uk))

Yours sincerely

Mr S Wareham

Director of Careers & PSHCE  
Southmoor Multi Academy Trust