

Your Future Conference, Thursday 25th October, 2018

Dear Families,

I would like to inform you of one of the highlights of the year for Year 11, our 2018 Your Future Conference. All of our students become conference delegates for the day and will attend a series of seminars and activities, at Harper Adams University, to help prepare them for the next steps in their career. The conference will include sessions entitled:

- Ready to Revise – A Masterclass
- Workplace Ready – Team Working
- What next? Labour Market Information
- Interview Preparation
- CV Writing
- Mock Interview

We have invited people from various local businesses and organisations to conduct mock job interviews with every one of our students. With this in mind, all of our student delegates will need to dress smartly for the day; as if for a real job or college interview. Our students will arrive in school at the normal time and will be transported via coach to Harper Adams University. They will arrive back at school before the end of the school day.

All students will need to complete an application form, which will be passed onto the interviewer. This form is available on our website, along with tips and hints to help them. This form should be downloaded and saved as their name and CLL group. (e.g. Joe.Bloggs.A7) and then emailed to: Futures.Conference@taw.org.uk The deadline for submitting applications is 20th July 2018.

We have been fortunate to receive external funding to partially fund this event but this does not cover all costs. In order for this day to go ahead we would kindly ask for a parental contribution of £10 towards the costs of this event. This includes transport by coach to and from the event, activities on the day, lunch and refreshments as well as a welcome pack for each of the delegates. Please indicate on the consent form below if your child has any special dietary considerations.

Please complete the consent slip on the reverse of this letter and return it to STEM 30 before 28th September. You can make your payment by cash, cheque (made payable to Burton Borough School) or online via www.scopay.com/burtonboroughschool. If you pay by cheque or cash it must be placed in a sealed, named envelope and taken to the Business Office based in STEM 30 and **not to** the student's CLL tutor or subject teacher. If you are paying by cheque please write the student name and CLL group and "Your Future Conference" on the reverse of the cheque. If you have any concerns or queries about this event, or the Careers programme in general, then please feel free to contact me.

Yours sincerely,

Lisa Kane

Head of Professional Studies

lisa.kane@taw.org.uk



Consent Form

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I give consent for **CLL:** to attend this event.

I do / do not give consent for to be included in photographs during the event.

Parent/ carers signature: _____

I do /do not enclose a contribution of £10.00 (please tick this box if you have paid online)

Special dietary requirements (Please provide details as appropriate):

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Please return to Mrs Kane in STEM 30 (Business Office) by Friday 28th September, 2018.

