

Tongue Lane, Leeds LS6 4QE

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Headteacher: Mr D Kelly BA (Hons) NPQH



29 November 2024

Dear Parents/Carers

Career Decisions and Post 16 Options

In School we are committed to supporting your son/daughter to explore post 16 options and to make informed choices about their future.

Over the next half term, we will support your child to make an application for their future studies. This will take place during PSHE lessons, assemblies and during drop-in sessions at lunchtime.

We have an open access policy for providers of post 16 education to come into school to provide information to students about the opportunities available. Information about Open Days have been provided in school. We have welcomed providers to school to deliver session to students over this term.

Deadline date for all applications – December/January 2025. We will encourage all students to make an application by Christmas, so students have time to concentrate on their mock exams in January.

Apprenticeships are advertised on www.gov.uk/apply-apprenticeship and on employer websites. Group sessions about Apprenticeships will also take place in School.

We understand the importance of our pupils being able to access independent and impartial advice and guidance about their future options. An Independent Careers Adviser, Wendy Kerley visits School two days a week and provides one to one Careers Guidance Appointments and/or Group Sessions for all our Year 11 Pupils. Wendy will be available at the parents evening, no appointment necessary.

Please do not hesitate to contact me if you require any further information at kgj@cardinalheenan.com.

Yours faithfully



Mr K Gaffey
Careers Guidance Coordinator

