

Monday, 06 February 2017

Making Opportunities Day 2017

Dear Parent / Carer,

On **Friday 24th February 2017**, as part of the schools careers and guidance programme, Year 10 students will be off timetable for the day to attend a Making Opportunities Event held at **Redcar and Cleveland College**, Corporation Road, Redcar, TS10 1EZ.

The day will start at 8:40am. Students should go directly to Redcar and Cleveland College (do not go to school first) and meet in the reception area where they will be registered.

During the day students will attend seven 30 minute workshops focusing on key skills such as: searching for jobs, interview skills and writing a C.V. which will be delivered by employers and training providers from our local area. They will also have a mock interview which will be conducted by local employers and representatives from educational establishments.

Students must arrive for the day **dressed formally** for an interview. They should also bring with them a word processed letter of application which they should hand to their mock interviewer at the start of the interview (writing frame attached). Any students requiring further assistance with their letter of application should contact Miss Smith in the Careers Library who will be happy to arrange help.

Students will not be permitted to leave the college at any time throughout the day so please bring a packed lunch and a drink. Any pupil on Free School Meals who would like to order a packed lunch from school please let Miss Smith know no later than Monday 20th February 2017.

The day will finish at 3:15pm and students will be free to go straight home from the college.

If you have any questions regarding the day, please don't hesitate to get in touch.

Yours Sincerely,

Miss L. Smith
Careers Officer