

February 2019

Dear Parents/Carers,

Year 10 Making Opportunities Day 2019 – Information for Parents/Carers

On **Friday 15th March 2019**, your son/daughter will be off timetable for the day to attend a Making Opportunities Event held at **Redcar and Cleveland College**, Corporation Road, Redcar, TS10 1EZ.

This is not an optional event, all pupils must attend as it is an important part of their Careers Education, Information, Advice and Guidance (CEIAG) programme.

It is an excellent opportunity for pupils to gather valuable information as well as learn key skills from local employers and professionals in the form of a series of workshops such as CV writing, interview skills and how to search for jobs and apprenticeship etc... Students will also take part in a one to one mock interview.

There will be ample opportunity throughout the day for students to ask the employers and education/training providers any questions.

Students should produce a CV and a cover letter to apply for a job of their choice, prior to the event, to hand in to the mock interviewer on the day. Advice on how to produce these including templates are available on our website here: www.ryehills.co.uk/321/cv-writing.

The day will start at **8:40am**. Students should go directly to Redcar and Cleveland College (do not go to school first) where they will be taken through to the lecture theatre to be registered.

Students must arrive for the day **dressed smartly** for a job interview – not in casual clothing, sportswear, jeans or trainers.

Students will not be allowed to leave the college at any time throughout the day so please bring a packed lunch and a drink or money to spend in the college canteen. If you are eligible for a free school meal and wish to order a packed lunch let me know asap.

We expect all students to conduct themselves in accordance with our Behaviour Policy at all times.

The day will finish at **3:15pm** and students will be dismissed from the college.

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

Yours Sincerely,



Miss L. Smith
Careers Officer