

14th June 2017



Dear Parent/Guardian

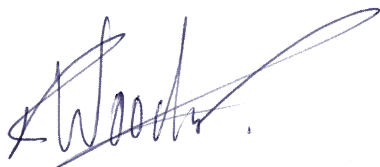
The Cavendish School

I am writing to advise that all year 12 students will be returning to the normal school day (8.40am until 3.15pm) on the 26th of June. We have an exciting few days planned for the students focusing on employability, apprenticeships and university applications. Industry professionals will be on hand to deliver up to date information, advice and guidance. This will help students plan their next steps after Sixth Form and we expect students to attend all of the sessions, which will take place during the school day. Students will not be permitted to take time off on these key dates.

Employability Programme 2017		
26.6.17 Monday	Employability Skills	Pearson College
	Writing a Good CV , covering letter and competency questions	University of Hertfordshire
	Writing a CV, covering letter competency questions(computer based)	Job centre Plus/ University of Hertfordshire/Pearson College
	Team Building Activity	Sixth Form Team
	Interview Skills	Pearson College
27.6.17 Tuesday	Work Placement training	Helen Pettifer
	Employer Carousel	Talks from apprentices' from four different industries.
	What apprenticeships are available and how to apply	Professional Apprentice Intake Recruiter
	Employer Carousel	Talks from apprentices' from four different industries.
	Complete activities	Sixth Form Team
28.6.17 Wednesday	Team Building Activity	Sixth Form Team
	Choosing the right course at University and how to write an outstanding personal statement	University of Hertfordshire
	Log on to UCAS	University of Hertfordshire
	Start your Personal Statement	
7.7.17 Friday	Interview Day	Mock formal interviews for Yr12 students. Ten national and local companies

I hope that you find this information useful. If you have any questions please contact any of the Sixth Form Team on 01442 278754.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R Woodard', with a long, sweeping flourish extending to the right.

Richard Woodard
Director of Sixth Form