

Date:

Dear Parent/Guardian,

**Careers guidance & next steps**

We are delighted to be working with your child as they begin the process of planning their next steps. We will be providing independent careers advice and guidance, which will take place in a series of individual 1-1 meetings on pre-arranged days.

The meetings will be designed to give your child the opportunity to meet with a qualified careers adviser and explore the range of opportunities that exist as well as ask any questions they have, enabling them to make an informed decision about their Post-18 options, goals and the steps to achieving them.

We may ask your child to provide some information before their meeting, about the things that they enjoy in school, their interests out of school, their key skills, any career ideas that they have, their work experience/experiences of work, what they would like to do after school and most importantly, what they would like to find out more about in the meeting.

We are keen that we build a relationship with each student and after their careers meeting, we will provide them with a set of notes to summarise the content of our meeting, which will include an action plan to help them move forward. We will also ask them for some feedback, which we will share with school.

You can find information about us on our website: [www.futuresmartcareers.co.uk](http://www.futuresmartcareers.co.uk)

Should you have any additional questions, our contact details are: [enquiries@futuresmartcareers.co.uk](mailto:enquiries@futuresmartcareers.co.uk)

The school will organise the date for your child's meeting and will liaise with your child and their tutor on when this will be.

We look forward to meeting your child and working with them to help with their next steps.

Kind regards,



Vicki MacDonald

Director