



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

Official

18 January 2023

Dear Parent/Guardian

Year 10 Enterprise

Key Stage 4 is an important time for students to consider the world of work and the role that they would like to take within it. Year 10 students still have the time available to think about different aspects of work before they make the important decisions for the end of Year 11, including which route to pursue and where to continue their education: at Sixth Form here, at college or as part of a training programme such as those available through an apprenticeship scheme.

Students will take part in a series of activities over the coming weeks that help them to prepare for a career in the future. The events are listed in the table below with information about each element.

23 January 2024	Assembly introducing the 'jobs' available and the process	Students each choose three jobs in order of preference from a list of eleven possible jobs to which they would like to apply. These jobs are ones which would be suitable for a person who left school to gain training through employment. The jobs are imaginary ones but based on real life roles.
1 - 2 February 2024	CV Writing and Job Application	Students will be given information to help them understand the importance of a good CV. Students will be supported in writing a good CV and letter of application for the job they have chosen.
9 February 2024	Apprenticeship Fair	Colchester Institute are holding an Apprenticeship Information Event at the STEM Innovation Centre. The event will host representatives from a range of public and private sector employers, as well as universities, local colleges and training providers. This will give students a deeper understanding of the range apprenticeships on offer including higher and degree level apprenticeships. They will be departing school at 10.10am and returning at approximately 12.15pm. The event including transport is fully funded .
29 February 2024	Mock Workday	Students take part in a mock workday in the industry area they have chosen. These workshops are based in school and are within the school day. Students will be in uniform for this day.
6 - 7 March 2024	Student 'Mock' Interviews	Students are interviewed for the job to which they applied. They are interviewed by local business managers who are very experienced in carrying out interviews. Students may choose to wear suitable interview dress on the day of their interview or may choose to wear their usual smart uniform.

The transition from education to the world of work can be a challenging one, but being able to practise in advance will make students more confident in the competitive situation which they will be in when they seek employment, whether this is for a part time job, employment or aiming for a career after a further period of education.

I hope you find this helpful, but should you have any questions please feel free to contact me at: hed.batchd@hedingham.essex.sch.uk

Yours sincerely

Mr D Batch
Leader of Vocational Education

Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH

Yeldham Road • Sible Hedingham • Essex • CO9 3QH • Telephone 01787 460470

e-mail: enquiries@hedingham.essex.sch.uk • Website: www.hedingham.essex.sch.uk • Registered Company No. 8330173

