



The Birley Academy

A L.E.A.D. Academy

Headteacher: Gina Newton

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GNe/TCI/APe **Any enquiries regarding this letter please contact Ann Pemberton**

30 September 2021

Dear Parent/Carer

This letter is to inform you about various important events in The Birley Academy Careers Education, Information Advice and Guidance Calendar. They have tremendous importance in relation to your son's/daughter's future choices after leaving this School. These events reflect the care and commitment The Birley Academy has towards helping our students make an informed decision on their future and ensuring they have all the relevant information in order for this to happen.

- **CAREERS INTERVIEWS - Sheffield Futures Adviser - Jackie Redfern**

All Y11 students will be given the opportunity to attend 1:1 Careers Interviews with our independent Careers Advisor, Jackie Redfern, from Sheffield Futures. Interviews are currently on track.

- **SHEFFIELD PROGRESS - On Line Application Process – www.sheffieldprogress.co.uk**

Sheffield Progress is the online application process for Y11 students to search, view and apply for Post 16 provision at College, 6th Form and various Training/Apprenticeship Providers. Students will receive their login details for Sheffield Progress in school week beginning Monday 11 October 2021 when they will have an introduction lesson to the process of applying on line in PSHE lessons. Students are responsible for their own applications and can access their account via the website at home. All students are advised to do this on a regular basis to ensure their application is going smoothly. Students will have the opportunity to access extra support with their applications at workshops after school should they need to. Please contact Ann Pemberton at school with any questions.

Please complete and return the attached reply sheet to Mrs Pemberton by Tuesday 5 October 2021

- **POST-16 OPEN EVENING: Wednesday 20 October 2021 - 6:30pm Main Hall**

Taking our Post 16 Evening back to the original format of welcoming parents and providers into school, this event gives you and your son/daughter the opportunity to listen to a short presentation about the choices available after leaving The Birley Academy. Representatives from the providers attending will then be available for parent/carers/student to seek advice, information and guidance. The programme starts at 6:30pm in the Main Hall.

- Welcome/Introduction (Main Hall)
- Apprenticeship/Vocational Training - SCC Apprenticeship Ready Programme
- Sixth Forms - representatives from Sixth Form Schools/Academies
- College The Sheffield College/Chesterfield College
- Sheffield Progress (College/6th Form/Training On Line Application)
- Sheffield Futures Careers Advisor

This successful event grows year by year. This reflects the strong bond between Birley Academy, a school dedicated to its students, and parents/carers who have high expectations of their sons and daughters.

Please complete the relevant section of the reply sheet attached to indicate if you will be attending (including numbers attending).

PTO...

- **Y11 MOCK INTERVIEWS**

Mock Interviews**Friday 10 December 2021**

Y11 Mock Interviewing is an annual event at The Birley Academy aimed at helping Y11 students prepare for the next important stage of their educational development. Moving forward with our face-to-face interviews this year the normal Y11 school timetable is suspended for the day to enable students to attend a Mock Interview. Unless students are attending their interview based at school they are not expected to report to school before or after Interview.

Prior to Mock Interview students will, during PSHE lessons, cover many aspects of different interview technique processes. This will culminate in each student attending an individual Mock Interview on Friday 10 December 2021 where they will be able to put into practice some of the techniques they learn in lessons. Students are expected to dress as they would for a formal interview, bearing in mind appropriate clothing.

Individual student Mock Interview appointments will commence from 9.30am. Students will have a simulated interview at a pre-arranged venue in Sheffield. This will be a valuable opportunity to take along and to use their real Progress File in a challenging but friendly situation. Students will be given honest and worthwhile feedback about their performance during the interview, which will be sent back to school for student feedback/information. Please note that the interview is not based on a specific job role but more an opportunity to use interview technique and gain interview experience.

Individual interview venue and appointment times along with addresses contact name/telephone number will be given to each student prior to the date. It is considered part of their personal development for students to research the company or provider they are attending for interview. To find out where and how to travel to their interview venue tram / bus times/passes. Maps of interview locations will be available if required. Some students will need your help with this part of the organisation of the day. Students will be expected to travel **independently** to and from their designated interview venue ensuring they have all the contact details they need and arriving at the venue reception at least five minutes before their interview time.

I would be grateful, if you would sign and **return the attached reply slip to Mrs A Pemberton by Wednesday 6 October 2021**. Should there be any problems with your son/daughter travelling independently to and from Mock Interview please contact school immediately.

For any further information at this stage please do not hesitate to contact Mrs Pemberton on 0114 2392531 ext 2253 email: annpemberton@birleysecondaryacademy.co.uk

Yours sincerely



Gina Newton
Headteacher



Registered no. 08296921

The Birley Academy - Reply Slip

PLEASE RETURN TO MRS A PEMBERTON via email to annpemberton@birleysecondaryacademy.co.uk or paper copy to (Main Reception)

by Wednesday 6 October 2021

STUDENT NAME: _____ TUTOR GROUP: 11/ _____

Please use tick boxes where appropriate.

1 Post 16 Options Evening: Wednesday 20 October 2021 6:30pm

I / We wish to attend this meeting
(please tick) **Please indicate how many seats**

Sorry, I am unable to attend this meeting
(please tick)

2 Y11 Mock Interview: Friday 10 December 2021

I give permission for my child to attend their Mock Interview on the above date and understand that he/she will be travelling independently to and from the interview venue.

Parent/Carer (please print name) _____ Date _____

THANK YOU FOR YOUR SUPPORT AND CO-OPERATION IN MAKING THESE IMPORTANT EVENTS A CONTINUING SUCCESS.