

27 May 2022

Dear Parent/Carer

YEAR 10 ASPIRE WEEK
Employability Skills & Post-16 Preparation

As students return to school and become Year 11 in September, decisions will need to be made on post-16 choices. This could be sixth form, college or an apprenticeship. It is important that we support all our students in making informed decisions on all the options available to them. Therefore, we will be preparing current Year 10 students next half term as outlined below. **Please read all the information carefully and complete the relevant consent forms as outlined.**

YEAR 10 ASPIRE WEEK is to be attended by all Year 10 students. The normal Shuttleworth timetable will be suspended for Year 10 during this week. ASPIRE week, modelled on our successful *Your Future, Your Choice Employability Conference*, is an opportunity to learn about the world of work and the exciting range of opportunity that awaits our students after they leave Shuttleworth in Year 11. It is an opportunity to develop career awareness, improve information, develop understanding of different employers and to encourage positive attitudes to lifelong learning and career development work.

It is a week linking with local businesses and developing skills for the world of work plus team building and self-evaluation. Your child will be required to attend the following events with the rest of the year group.

Venue: **Various venues**
Date: **Monday 18 – Friday 22 July 2022**
Times: Normal school day
Business dress: Details have been given to students in assemblies.
No hats, denim, sportswear or trainers.
Refreshments: Lunch provided
Transport: See individual days for details.
Exact details will be confirmed on individual timetables in July.

Date	Activity	Location & Transport
Monday 18 July	'Talk the talk': full day workshop improving verbal communication and confidence	Burnley College <i>Students should make their own way to/from Burnley College</i>
Tuesday 19 July	Post-16 and post-18 preparation: <i>understanding the full range of education and training options</i> Employability skills: <i>CV writing and interview preparation workshops</i>	Nelson & Colne College <i>Transport will be provided to/from Shuttleworth College</i>

Wednesday 20 & Thursday 21 July	Visits: Employers, universities and cultural venues	Various <i>Transport will be provided to/from Shuttleworth College</i>
Friday 22 July (1.30pm finish)	Event finale: reflections, presentations and rewards	To be confirmed

Students have already been asked to complete an Aspiration Survey so that workplace visits can be allocated by interest where possible. Employers confirmed include: Burnley Council, Safran Nacelles and BFC in the Community. It is important, however, that all students understand that employers employ a range of professionals and that lots of different roles are available within companies.

Students will be expected to make their own way to/from venues in Burnley but transportation will be provided to/from Shuttleworth College for most other venues. A sandwich/drink/snack lunch will be provided each day in addition to transport to site visits. If you are able, we therefore ask for a voluntary contribution of £15 payable via ParentPay at www.parentpay.com by no later than **Friday 1 July**. Please amend your contribution if you are in receipt of free school meals. There will be no facilities to buy lunch at any venue.

Students will be prepared for these events during assembly and form time including the criteria for participation, expectations of behaviour and business dress. Students will not be allowed off site for breaks or lunch at any venue unless accompanied by staff. Students will be given an individual timetable prior to the start of the week. We will also text reminders to parents/carers through the event week.

We will use the existing Form 3A as permission for your child to take part in this week. If we do not have a Form 3A to authorise your child to take part in this exciting opportunity, you will be sent the link to this online form. **Please complete this as soon as possible if you have not done already as students are not allowed to participate without the completed form.** Please be aware that your child is responsible for any valuable or personal possession they chose to take along, such as cash, mobiles or jewellery. They must bring any medication each day.

Finally, if you do not wish your child's photograph to be taken you must send a letter to Mrs K Turner prior to the event.

If you have any queries, please do not hesitate to contact Mrs Ackroyd: fackroyd@shuttleworth.lancs.sch.uk

Yours sincerely,



Mrs F Ackroyd
Careers Leader



Think BIG



SUCCEED TOGETHER

Email: admin@shuttleworth.lancs.sch.uk
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