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THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

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13th September 2024

Dear Parent/Carer

RE: Year 10 personal careers information, advice and guidance (CIAG) meetings.

I would like to take this opportunity to introduce myself as the new Head of Careers and qualified advisor. I am incredibly enthusiastic to work with the students here at Cooper's, supporting their aspirations and planning for their next steps beyond 16.

As part of our beyond 16 programme, I will be inviting your son/daughter to a bespoke personal careers information, advice and guidance (CIAG) meeting. This is an opportunity for them to consider what pathways are available to them, realise their ambitions, enable them to put their ideas into action and make truly informed decisions about their future career. Meetings will commence the week **beginning 30th September 2024**.

An assembly is due to take place on Monday 16th September 2024 to explain the following details to the students.

Meeting will be conducted by myself with impartiality and confidentiality in line with the Careers Development Institute's code of ethics: <https://www.thecdi.net/about-us/cdi-code-of-ethics>
Appointments will be allocated on a Wednesday and Friday, taking place during the school day in the career's office, located in the library. Appointment times will be sent via parent mail.

During the meeting students will be introduced to Unifrog www.unifrog.org. This online platform is designed to support careers development and promote independent planning for the future. Parents can also gain access to the resources on Unifrog by login in with this sign up code **CCCSparents**. This code will be valid for the next 90 days.

Following the meeting, a personal action plan will be created for each student with specific targets to support their next steps. Action plans will be shared with students via their Unifrog account. A copy will be sent via parent mail.

In addition to the work I will be undertaking with you son/daughter, I wanted to sign post you to the prospects service which is available for further careers information, advice and guidance.

<https://familyserviceshub.havering.gov.uk/kb5/havering/directory/service.page?id=caxylcQ3U9Q>

Yours sincerely

Mrs Kate Palmer
Head of Career