



18 January 2021

Dear Parent/Carer

RE: YEAR 11 CAREERS MEETING APPOINTMENTS

We are really pleased to inform you that we will be restarting our careers meeting appointments to ensure that we are able to support students to make the best possible decisions about their future. As a result of the current lockdown it is not possible to facilitate these as face to face meetings, however, we will organise phone meetings with Penny Garner who will be meeting all Year 11 students to offer personalised guidance. Penny is a Careers Guidance Specialist who works across North Yorkshire.

Careers meetings will take place on a Monday, they will last no longer than 40 minutes, and we will send an email to each student's school email account to confirm the appointment time. If the time is not suitable please encourage your child to contact Penny using the email below to rearrange.

We encourage parents to be present for the meeting, if this is possible, to allow you to ask any questions you may have and to allow you to support your child with their future career decisions. The notes from each meeting will be uploaded to Unifrog which all parents and students have access to. Further guidance about how to access Unifrog is attached and any queries about this can be directed to me.

Finally, to enable careers meetings to restart, we request that your child completes the online form which is attached to this email and which has been sent to their school email by **Thursday 21 January**. This will allow your child to provide consent for their preferred contact details to be shared with Penny Garner along with the most up to date assessment information which will inform the discussion.

ONLINE FORM: [Link >](#)

If you would like any further information, please do not hesitate to contact me or Penny using the contact details below:

Mr L Wilson: wilson@harrogatehighschool.co.uk

Mrs P Garner: pgarner@harrogatehighschool.co.uk

Yours faithfully

Mr L Wilson
Assistant Headteacher





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