



HTA/SHI

18th November 2025

Dear Parents and Carers,

I am delighted to inform you that the school has invested in a new programme called the Apprenticeship Academy. It allows any of our Year 10, 11, 12 and 13 students who are seeking an apprenticeship to ensure they have everything they need to be successful on their journey.

It is of the utmost importance to me that our students can get specialist advice on all their options when they finish their education here. If your child has an interest in finding an apprenticeship, the programme will cover the following topics:

- Week 1: What Apprenticeship am I looking for?
- Week 2: Where can I find apprenticeships?
- Week 3: How can I write successful applications?
- Week 4: What will the application process be?
- Week 5: What to expect at interviews and assessments, and how to manage applications

The sessions are led by a qualified careers advisor who will provide students with tailored support and advice. The programme runs online on consecutive Wednesdays from 4.00pm to 5.30pm; each session will include detailed information, a talk from an apprentice and then a discussion with an employer who supports apprentices.

If your child would like to take part in this programme, please ask them to complete this form ([Registration Form](#)). ***It is important that your child answers YES to the question "If you have been asked to sign up by your school or a referring organisation, do you give us permission to confirm that you have signed up? Your name will be included on a list sent to your school's careers lead."*** This will enable me to check on their progress and enable me to further support them in school with opportunities and advice.

The deadline to get registered is Friday 28th November 2025 after which further details will be sent to your child via email. The Apprenticeship Academy programme is scheduled to start in early 2026.

This is a fabulous addition to our careers programme and will further support your child in making informed choices in progressing onto a positive destination at the age of 16 or 18.

Yours sincerely

Mr H.S. Tamber

Careers and Aspirations Leader