CLIFTON COMMUNITY SCHOOL
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HEADTEACHER: Mrs M Smith

9th November 2026

Dear Parent/Carer

We are excited to let you know that on **Friday 20th November**, your child will be participating in a Careers day. This day will be a chance for students to learn about their next steps after Year 11. This builds on the work done on the Careers day back in March. This time, they will revisit their options for post 16 study, employability skills and developing their personal profile including CVs. They will also learn about financial support for post 16 study. Later, they will focus on tools to help with the application process and how to create a CV.

All students will then be encouraged to begin applying for courses, a process that will take place over the next few weeks, and college and sixth form interviews usually start in the new year. Please note that all students are required by law to continue in either education, training or employment.

As part of the day, students will have the opportunity to meet representatives from local colleges, universities and employers at a careers fair. This will take place at our Cranworth Road site and students will walk there accompanied by Clifton staff. They will be attending the fair at different times throughout the day and will be returning to the school main site after their visit and will be dismissed from school at 3.10pm as normal.

As we are moving students between school sites we will not require a permission slip to be returned, but if you **would not** like your child to attend the fair, please contact Mrs Webster and we will be happy to discuss any concerns you may have.

This is an exciting, but often nervous time for students and we would like to provide as much support for students as possible. If you have any questions please do not hesitate to contact me.

Yours sincerely

Mrs Josie Webster
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