



Date: Monday 8<sup>th</sup> September 2025

Our ref: LPH/sjt

Dear Parent/Carer,

## Re: Year 11 Post-16 Transition - Careers Support and Career Guidance Meeting

We are approaching the time in your young person's education journey where they will be thinking about and applying for post-16 education. I am writing to share details of the support that will be on offer in school. I am also sharing information on ways you as Parents and Carers can understand future pathway and career decision-making, as your support at this stage is invaluable.

### Post-16 Options Assembly

Students will have an assembly on **Friday 18<sup>th</sup> September** to learn more about their post-16 options. They will hear about the St. Bernard's Sixth Form from Mrs. Owen, our Head of Sixth Form

### Year 11 Careers Guidance Meetings

This half-term, all Year 11 students will have a one-to-one meeting in school with Mrs L Phillips, our Careers Coordinator, and qualified Careers Adviser.

- Mrs Phillips will email appointment details to the students.
- If a student misses their first meeting, we will offer them a second.
- If they miss this, we will signpost them to the National Careers Service or Southend Connexions.

This is a fantastic opportunity to start thinking about life after Year 11, so please encourage your child to attend and make the most of it.

### What Is a Careers Guidance Meeting?

It is a one-to-one chat with a career's adviser – not a test or a job interview, just a chance to talk about the future. It lasts around 45 minutes and is all about *your child*.

During the conversation, they can:

- Explore interests, skills, and goals.
- Think about jobs or courses.
- Get help with things like CVs or job searches.
- Learn more about the world of work.
- Understand how school, home life, and work experience all connect.

They will leave the session with:

- A personal **Post-16 Careers Action Plan** (Mrs Phillips will share the plan with the students).
- Helpful information and advice.
- Next steps

### How to Prepare:

I will email students with tips and a video. Before the meeting, it would be helpful if they explore:

- What they enjoy or are good at.
- Any career ideas they already have (even if they are vague!).
- What they would like to achieve and any help they need to move forward.

### Supporting your young person with Post-16 Choices

While your child is responsible for making their own post-16 choices, your support as a parent or carer is vital in helping them feel confident and well-informed. Here is how you can help:

1. **Talk to them** – discuss their interests, strengths, and potential career paths.
2. **Encourage multiple applications** – make sure they apply to more than one college, sixth form, or training provider, so they have backup options.
3. **Help them stay organised** – ensure they attend all careers meetings, interviews, or guidance appointments on time.
4. **Stay Informed** – keep an eye on careers-related information shared by the school.
5. **Explore career options together** – use the *Where Next?* booklet from the Greater Essex Careers Hub to learn about local job opportunities and future career trends:  
Greater Essex Careers Hub [career-hub-lmi-booklet-final.pdf \(greateressexcareershubs.co.uk\)](https://www.greateressexcareershubs.co.uk/career-hub-lmi-booklet-final.pdf)

### Unifrog – Parent/Carer access to our online careers' platform

We subscribe to Unifrog, an online destinations platform. Unifrog has a wide range of materials to support personality and skills profiling; subject and career research; and CV and application processes. Do log in and explore this invaluable resource!

**Site link:** [Unifrog - The universal destinations platform.](https://www.unifrog.co.uk/)

**Password:** SBERparent

### Career Curriculum Activities and Events

Year 11 benefit from our *Careers in Form Time* curriculum; scheduled talks with employers, education, and training providers; and our Careers Fair in April. These insights will complement their Y10 Careers Programme where they developed skills in CV Workshops, Apprenticeship Talks and Work Experience.

### Sixth Form Open Evenings

This term, local schools and colleges will hold open evenings. Individual websites will have more details of events and application deadlines. We recommend researching a range of options.

**St Bernard's Sixth Form Open Evening** - Thursday 4<sup>th</sup> December between 6.30pm-8.30pm.

**Local Open Evenings:** [Southend-on-Sea - Sixth Form Open Evenings](#)

**Useful links for post-16 transition:**

[How To Prepare for A Careers Appointment - YouTube](#)

[Post 16 options | National Careers Service](#)

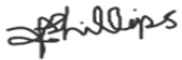
[Careerpilot: Parent zone: All questions: What are the choices for my child at 16?](#)

[Contact us | National Careers Service](#)

[Southend Connexions Career Service](#)

If you have any questions, please do not hesitate to contact me: [lph@stbernards.southend.sch.uk](mailto:lph@stbernards.southend.sch.uk)

Yours sincerely,



Mrs L Phillips  
**Careers Coordinator**