



Tring School

CEO of the RLP: Mrs Susanna Collings BSc(Hons), MA
Head of School: Mrs Sally Ambrose BA(Hons), NPQH
Mortimer Hill Tring Herts HP23 5JD



24 April 2020

Dear Parents/Carers

As part of our careers programme, we organise a careers appointment with every Year 11 student in order to offer careers information, advice and guidance to aid in their next steps. Each student will have a minimum of one careers meeting with an advisor but can visit Connexions to make appointments any time they need additional support throughout the year. The careers appointments with our advisors will begin w/c **Monday 4 May 2020** and will be conducted over the telephone until we are able to resume in person. The meetings will:

- Take place with our careers advisors from both Hertfordshire County Council and David Ritchie and Associates
- Can be accompanied by a parent - this can be organised through our Connexions administrator
- Will have a written up action plan that will be shared with the student via their Unifrog account to enable students to refer to them throughout the year
- Will mean that part of a lesson will be missed and students will be expected to catch up, however, their teacher will be notified that this meeting will be taking place

Please speak to your child about when this might be convenient for them and sign up for a relevant day on this [google form](#). Students will be contacted directly via email of their appointment time and date. Please note that all meetings may not be able to be scheduled over the telephone and will resume in school upon our safe return. If you have any questions, please do not hesitate to get in contact with Mrs Jennah Hay (Enhancement Leader) at jhay@tringschool.org or Mrs Denise Griffiths (Connexions Administrator) at dgriffiths@tringschool.org

Yours faithfully

Mrs Jennah Hay
Enhancement Leader

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