



13<sup>th</sup> October 2021

Dear Parent/ Carer

As part of our drive to ensure all students receive the best possible support for their next steps we employ a careers advice service (Ideas 4 Careers) to provide our students with advice which is well informed, professional and bespoke.

One-to-one appointments will take place over the coming months; running from Monday 1<sup>st</sup> November, 2021 through to Spring 2022. All Year 11 students are entitled to a one-to-one career appointment and these are now a compulsory part of the Government and the DfE guidelines.

After their appointments, students will receive a careers action plan, detailing everything discussed in their one to one meeting. Students should use this plan to support further research into their career and course pathways so that they have a clear vision and direction once they leave school. Action plans will be treated with confidentiality and will be sent directly to the school email address, once Miss Bleasdale has received the documents.

As part of our good practice, we also invite students to complete a survey on the one-to-one appointment and advice they have received. This allows us to act on student feedback and further improve the provision.

Some students may also be asked if we can record the one-to-one interview. In order for us to do this, we need your consent for your child to be recorded for their meeting.

**The meeting and recording will:**

- Last for around 40 minutes
- Be with a qualified careers advisor who has also been DBS checked
- The recording will be deleted once the notes have been typed up by the facilitator
- Any recorded information will only be recorded on a school device and kept in a secure place until it is deleted.

The recording will be confidential and will not be used for any other purpose other than to make notes from, in order to provide each student with a careers action plan for their future.

In order for us to record the careers meeting, please complete the permissions information below.

Yours faithfully

Albany Bleasdale  
Lead Teacher of Personal Development and Careers

## Consent for one-to-one career meeting

I **[PRINT NAME]** ..... give permission for The Garibaldi School to allow the careers facilitator to make a temporary record of my child's one-to-one career advice meeting.

Signing below confirms you consent with your child being recorded in their one-to-one meetings, for the purposes stated.

Signed: .....

Print Name: .....

Date: .....

Please return this consent to Student Services or directly to Miss A Bleasdale.

Please do not hesitate to contact me, by email, if you have any queries.