

Ref. RSU  
26 February 2019

**Outwood Academy City**

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Principal: Mr Andrew Downing

Dear Parent/Carer

**Apprenticeships Be Inspired 2019**

I am pleased to inform you that your child has been selected to attend the 'Apprenticeships 2019 Be Inspired' event as a result of the interest they have expressed in applying for either a Post-16 or Post-18 apprenticeship. The event will take place after school on Wednesday, 13 March 2019.

Now in its sixth year, 'Apprenticeships Be Inspired' is a truly unmissable opportunity for students who are either looking for an apprenticeship or looking to study a vocational course at Post-16 or Post-18.

There will be a variety of apprenticeship vacancies on offer, from Level 2 (Intermediate) to Level 6 (Degree), both in terms of industry sector and qualification level including cyber security, heavy goods vehicle maintenance and a wide variety in between. Students will have an opportunity to meet and talk to employers. Last year, 170 young people secured an apprenticeship as a direct result of the meetings and conversations they had with employers on the day. Employers especially value the chance to meet potential candidates face to face. For this reason, students may find it beneficial to have copies of their CV and personal statements with them. If your child needs any help with this, please encourage them to speak to Miss Sullivan or attend the Careers Enrichment on Tuesdays from 2:30pm in the Library.

The trip will depart from the academy at 2:30pm to arrive at the venue, Cutlers' Hall on Church Street, Sheffield in readiness for the 3pm start. We expect to return to the academy at approximately 5pm. Students will be responsible for organising suitable travel home following the trip. There is no cost to participate.

In accordance with academy policy this trip will have been fully risk assessed including a pre-inspection of all the places we will visit. The academy reserves the right to withdraw the trip at any stage.

Students are expected to wear full academy uniform and should bring with them any medication they require. Medication, with the exception of inhalers and epipens, should be given to the member of staff leading the trip to safely store. We will require a completed parental medication administration form before accepting any medication.

We have been fortunate to have secured 30 places at the event. In order to confirm your child's place, please return the consent form attached to SID by Tuesday, 5 March 2019. In addition, students must also register their attendance to the event online using the link: [https://docs.google.com/forms/d/e/1FAIpQLSejFwSVjDjke4uldi94GzEkgi2HIQLJMudWR\\_DV\\_tCIGFlijw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSejFwSVjDjke4uldi94GzEkgi2HIQLJMudWR_DV_tCIGFlijw/viewform?usp=sf_link). This can be done using a PC at the academy or at home. Please ask your child to speak to Miss Sullivan or Mr King for further help, should they require it.

Yours faithfully

Miss Rachel Sullivan  
**Associate Assistant Principal**

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