



Wednesday 19th November 2025

Dear Parent/Carer

I am writing to introduce myself as the Information, Advice and Guidance Officer at Cox Green School, and I provide guidance on a wide range of topics related to careers and further education. This includes helping students identify their strengths and interests, exploring potential career options, understanding the different routes they can take after Year 11 such as college, an apprenticeship, or other training, and preparing for the transition to the next stage of their education or career.

I am currently meeting with the Year 11 students. These meetings are designed to help students think about their future, set goals, and take practical steps toward achieving them. Students can also have further meetings with me if required. I believe that with the right help, every student can find a path that fits their goals and strengths, and I am excited to work with your child during this key part of their academic journey.

On Thursday 11th December, all Year 11 students will have the opportunity to participate in a 'You're Hired' interview with an experienced external business professional, who has volunteered to help and support our young people. These individuals are from all walks of life and various industries including Marketing Executives, Team Leaders and Managing Directors.

The interviews are designed to give the student first-hand experience of an interview, the questions they may be asked and the feelings they may experience when having to talk about themselves in a formal situation with somebody they do not know. To help students get ready for this event, they will be preparing answers to questions that are commonly asked during interviews for jobs, apprenticeships, college or sixth form during Personal Development lessons this term.

The interviews will take place during Periods 3 and 4 and I will also be on hand to offer support and guidance. Students will be interviewed for up to fifteen minutes and then given feedback from the professionals so that they gain the maximum benefit from the experience. We hope that every student will benefit from this opportunity in a positive manner, and this has certainly been the experience of the Year 11 and 13 students who have taken part in the past. Students should wear school uniform on this day as usual.

If you have any questions about 'You're Hired' or would like to discuss your child's post 16 options, please feel free to contact me via email h.thompson@coxgreen.com. I am also looking for additional volunteers, so if you can assist or would just like to find out more, please do contact me.

Yours sincerely

Mrs Hannah Thompson
Information, Advice and Guidance Officer