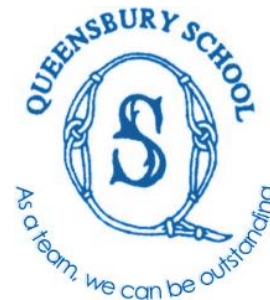


Queensbury School

Wood End Road
Erdington
Birmingham
B24 8BL
Telephone: 0121 373 5731
Email: enquiry@queensbury.bham.sch.uk
Website: <https://www.queensburysch.com>



2nd February 2021

Dear Year 10 and 13 Students/Parents/ Carers

As part of the Post 16/19 transition process your son/daughter has to receive careers advice from an independent Careers Advisor. Therefore, we have organised for students in Year 10 and 13 to have careers interviews with either Bal from the Birmingham Careers Service (BCS) or Mr Mitchell from Queensbury School. This year we are welcoming you to choose who does your interview.

Baljinder Hundal from Birmingham Careers Service;

Bal has years of experience in giving careers advice and has worked with Queensbury students for longer than I have! Bal is especially good working with our students that need additional support such as Communication In Print. Bal can also conduct interviews (or speak to parents/carers) in Urdu, Hindi and Punjabi. Bal can do interviews by phone, WhatsApp audio or video and Teams. We have booked Bal on the following dates;

- Wednesday 24th February
- Thursday 25th February
- Friday 26th February
- Tuesday 9th March
- Thursday 11th March

Each interview lasts around 45 minutes.

Mr Mitchell from Queensbury School;

Mr Mitchell has worked at Queensbury school for a number of years and knows the students, staff and school well. Hopefully, it will be a familiar face for students. Mr Mitchell is currently studying for his Level 6 Careers Advisor qualification (completion May 2021). Mr Mitchell is better suited interviewing students from our higher groups such as Navigator. Mr Mitchell can do interviews by phone or on Teams and is flexible on dates and times.

To ensure that these meetings and the career plans produced are realistic, we will need to share students' information such as their EHCP and academic levels with Bal from BCS (as an employee, Mr Mitchell already has access to these documents). Please complete the attached consent form below to confirm you are happy for school to share this information with the Careers Advisors.



Executive Head Teacher: Mr Chris Wilson BSc/MA

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In addition, you can make your choice of careers advisor and date. If you have any questions or concerns regarding the Careers Interview, please contact the school telephone number above, extension 31534 or email a.mitchell@queensbury.bham.sch.uk

Please complete and return to the School;

I, the Parent/Carer of of Class
give*/do not give* permission for information about my son/daughter to be shared with
the Careers Advisor for the purpose of providing careers advice and a career plan.

(* please delete as appropriate)

Advisor and date choice **(please circle your preferred choice)**

- My preferred choice of Careers Advisor is Bal Hundal/Mr Mitchell/Don't mind

And

- Preferred date is Wednesday 24th Feb/Thursday 25th Feb/Friday 26th Feb/Tuesday 9th March/Thursday 11th March or contact me to arrange another date

Signed Parent/Carer Name

Date Contact number or email



Executive Head Teacher: Mr Chris Wilson BSc/MA