

# Urmston Grammar School

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Tel: 0161 748 2875  
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15<sup>th</sup> September 2023

Dear parent/carers,

As the school Careers Adviser, I will be supporting students in Year 11 during this key year for transition, particularly during the Autumn Term, and I hope the following information is useful to you regarding their future post-16 plans.

Please find attached a document with the local **6<sup>th</sup> Form and College open days for 2023-24**. These will also be shared with students today. Please ensure that you check the websites for the institutions of interest as the dates and times may be subject to change, and many may also require you to book a place in advance. It is better to book early for more competitive institutions.

I firmly believe that all students benefit from having a Plan A and Plan B in place. However, if a student wants to return to Urmston Grammar School 6th Form and at any point during the year is just above, on or below the entry requirements, I strongly advise exploring another option as a back-up plan. I would advise anyone on 3 GCSEs at grades 7-9 and 4 GCSEs at grades 6 and below, and English Language and Maths at grades 5 and below, to have a Plan B in place, as Urmston Grammar School currently requires 2 GCSEs at grade 7, 3 GCSEs at grade 6, and grades 5 in English Language and Maths.

Many 6th Forms and Colleges have deadline dates for applications which are often in December or January, however some could be as early as November. Oversubscribed options benefit from applying even earlier than the specified deadlines, and so it is important to check admissions processes and deadline dates for places of interest. Some may also require a supporting/personal statement to be completed as part of the application, which needs to be completed to a very good standard. If you need to download an application form, rather than apply online, please also ensure plenty of time is allowed for Miss Smith to complete references and post to the institutions before the deadline dates. For example, if an oversubscribed College has a January deadline date, it would be wise to consider passing Miss Smith a paper application form during mid to late November at the latest, not long after the mock exams.

This morning I will deliver a 45-minute talk to all students to remind them again of their post-16 choices and to provide a demonstration of all the useful websites for career planning, which they can access from home. Students will then be e-mailed the presentation and key information, and these will also be available on the school network (Student SharePoint) in the Careers folder.

**Urmston Grammar School - Headteacher: Mrs R S Wall**  
**pride, participation, empathy**

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All students in Years 7-13 continue to have access to GMACS and Xello and are encouraged to record their careers experiences on Xello. GMACS presents all post-16 study, apprenticeship and training options in one place, and can be accessed here: <https://gmacs.co.uk/>

Today I will begin holding the Year 11 one-to-one careers guidance interviews. I am hoping to complete these by mid-November, allowing time for reviews with students in December where necessary. This includes providing ongoing support to students applying for apprenticeships and supporting those who are interested in returning to Urmston Grammar School but would benefit from a Plan B. I liaise closely with Miss Smith around this time. Students are e-mailed their Careers Action Plan following these careers guidance interviews, and I also e-mail parents/carers at the end of the day to inform you that your child has been seen so you are aware and can discuss this with them.

Urmston Grammar School are committed to ensuring that all students are informed about their future pathways and career options. For information on the Careers provision for Year 11 students over the next few months, please view the attached document **Year 11 Careers Autumn Term Schedule 2023-24**. Further information can be found within the Careers section on the school website.

Please do contact me at any point if you would like to discuss your child's future plans.

Yours faithfully,

**Amy Marshall**

**CEIAG Co-ordinator (Careers Adviser & Careers Co-ordinator)**