

Year 11 Parent/Carer Letter – Life After School

Congratulations to all our Year 11 pupils (and parents!) for reaching the end of the formal GCSE exams! We hope there are many new and exciting times ahead as they prepare for future plans.

School leavers are likely to have an offer of further education from a local college or sixth form, or they may be seeking or waiting to start an apprenticeship or other work-based training programme. Many school leavers are also seeking part-time work over the summer to earn some extra money and gain further work experience. Whichever pathway is next, to help your young person we have provided below a list of key documents that are useful in order to move into further education, apprenticeships or employment.

Documents needed	How to get this
<p>ID – Ideally a Birth Certificate and/or valid Passport – this needs to be in date and can take a few weeks to be returned once an application is submitted</p>	<ul style="list-style-type: none"> • Birth Certificate: If you need a replacement and were born in Salford you can call into Swinton Registrar Office, Chorley Road, Swinton, M28 5FJ Fee: £20-£28 • Passport: Your young person will need to collect an application form from the Post Office or complete the online application here. They will need a birth certificate before applying for this.
<p>Bank Account - Most banks will offer a 16 year old a basic current account. It is often easier for them to open an account where their parent/carer already has one. However, with the right ID any bank should be able to help. This needs to be open before a young person starts college, an apprenticeship or employment.</p>	<ul style="list-style-type: none"> • Drop into your local bank and ask for the details and key documents needed to open an account • Make sure you have all the documents needed and if not, make arrangements to get them ASAP • Then make an appointment at the bank to open an account, this usually only takes 20-30 mins.
<p>National Insurance Number – This is usually sent to every young person just before their 16th birthday. Cards are no longer sent, just a letter with the full NI number</p>	<ul style="list-style-type: none"> • Ensure the letter with the NI number is kept in a safe place as this will be needed for any employment • If your young person has lost the number/letter or did not receive one you can request a new one via https://www.gov.uk/lost-national-insurance-number
<p>Supporting school letter for ID - If your son or daughter does not have any ID and is struggling to get a birth certificate or passport, then you can request a supporting letter from their last school they attended</p>	<ul style="list-style-type: none"> • If a supporting letter is required, please contact the school who can provide confirmation of your son or daughter being on roll • This can often help when trying to open a bank account, however cannot be used for passport applications.
<p>CV – Some employers will ask school leavers for a current CV. This needs to include their education history as well as any work-related experiences. This does not have to be formal work experience, it could also include projects they have completed in school and any work shadowing, trips to businesses etc.</p>	<ul style="list-style-type: none"> • All Y11 school leavers should have created a CV in school time – this may have been done via the Xello careers platform https://gmacs.co.uk/schools (all school leavers should have a log in for this website) • If school leavers require further support with CVs or need to create a new one, please contact Mr Farmer who further help and guidance. • We would advise that CVs are stored safely on personal devices or be available via personal emails for access!

<p>Email address – Every young person needs a professional email address. Young people can sometimes have an inappropriate email address that is not suitable for employers to have.</p>	<ul style="list-style-type: none"> • Create a new one using one of the main accounts such as Hotmail, Gmail, Yahoo etc. • Make sure login details/passwords are saved, as these can often be misplaced and can cause issues when trying to retrieve emails from businesses.
<p>Social Media – Some employers can (and will!) check an applicants social media account e.g. Facebook/Twitter either before, during or after a person has started working for them.</p>	<ul style="list-style-type: none"> • We advise school leavers to have an appropriate profile picture and ensure their privacy settings are appropriately set. • Young people should avoid putting any negative/offensive status' or comments on social media
<p>Interview Clothes – Young people should dress appropriately for any college, apprenticeship or job interview. For most cases it should be formal dress, however there are some cases where a more casual dress is acceptable, so it is best to check with the organisation beforehand.</p>	<ul style="list-style-type: none"> • If school leavers require funds to buy interview clothes, please ask them to speak to Mr Farmer, school careers adviser, who may be able to advise on who can help.
<p>Our Pass – this is a free bus pass for all eligible school leavers, and can be used from 1st September 2022.</p>	<ul style="list-style-type: none"> • Applications can be made online https://ourpass.co.uk/ • ID will be required and a £10 admin fee for the year
<p>Colleges</p>	<p>Our five local colleges within Salford are:</p> <ul style="list-style-type: none"> • City Skills 0161 631 5164 • Eccles College 0161 631 5108 • Future Skills at MediaCityUK 0161 631 5110 • Pendleton Sixth Form College 0161 631 5020 • Worsley College 0161 631 5116 <p>https://www.salfordcc.ac.uk/</p> <p>All the five Salford College sites are holding New Student Days and Parent Information Events – please click here for details, or contact the admissions team for more information: Admissions Team - 0161 631 5050 or at admissions@salfordcc.ac.uk</p> <p>Pre enrolment learning tasks for school leavers starting college in September can be found here</p> <p>For other colleges (such as Loreto, Xaverian, Winstanley, Bolton) all applicants should have direct correspondence - please visit individual college websites for the most current information.</p>
<p>Information and Advice</p>	
<p>Connexions – Information and guidance for young people aged 16 or 17 and not in any form of education, employment or training</p>	<ul style="list-style-type: none"> • Salford Connexions Service - 0161 393 4500 to make an appointment to see/speak to an advisor or contact them on Facebook or Twitter
<p>National Careers Service - provide online and telephone support to young people under the age of 18.</p>	<ul style="list-style-type: none"> • https://nationalcareers.service.gov.uk/
<p>Mental Health support –</p> <p>SHOUT Kooth SilverCloud Young Minds 42nd Street</p>	<ul style="list-style-type: none"> • SHOUT - A confidential 24/7 text service offering advice for anyone struggling with a host of issues, including: anxiety, depression, suicidal thoughts, abuse or assault, self-harm, bullying or relationship issues. Text GMSalford to 85258 • Kooth – Online counselling and emotional well-being support that is available to any young person who may

	<p>be struggling with their mental health – and particularly during the COVID-19 outbreak.</p> <ul style="list-style-type: none"> • SilverCloud - Offers online programmes for adults (16 years+) to help ease your levels of stress, sleep better or to build resilience. • Young Minds - The UK’s leading charity empowering parents and children and young people to improving emotional wellbeing and emotional health. Tel: 0808 802 5542 • 42nd Street – young people can register for help online or call 0161 228 7321
<p>Child Benefit Parents & carers will usually get a letter to explain how you can continue to receive child benefit if your child remains in education after Year 11.</p> <p>Child Benefit stops on 31 August on or after your child’s 16th birthday if they leave education or training.</p>	<ul style="list-style-type: none"> • Child Benefit can continue if your child stays in approved education or training, <u>but you must tell the Child Benefit Office.</u> <p>https://www.gov.uk/child-benefit-16-19</p>

More information regarding careers support for young people can be found at [Find My Future - Salford City Council](#)

If you have any concerns or worries about your son / daughter's future plans, then please don't hesitate to contact the school, where careers support will continue to be available until we close for the summer term (22nd July 2022) but will also be available on GCSE results day – Thursday 25 August 2022 – and immediately after during college enrolment time. We will continue to support your son / daughter to secure an offer from a college, sixth form or training provider of their choice. If school leavers do not have an offer of education or training, or change their mind over the summer, they can also contact Connexions at salford@careerconnect.org.uk or call 0161 393 4500 to make an appointment to see/speak to an advisor. Connexions are also available on social media via [Facebook](https://www.facebook.com/connectmycareer) (https://www.facebook.com/connectmycareer) or [Twitter](https://twitter.com/ConnexionsSal) (https://twitter.com/ConnexionsSal). Advisers can provide advice and guidance and support to help your son / daughter make a positive decision about finding the right destination.

Please also note that the Local Authority have a statutory responsibility to track every school leaver and their post-16 destination. This may result in the local Connexions service contacting you/your young person between August – October. If your son or daughter requires further advice or support at that point, arrangements can be made to see a careers adviser.

For further questions or queries regarding careers support for Y11 school leavers, please contact:

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