



21st October 2014

Dear Parent/Carer,

Mentoring Works – Wednesday 22nd October 2014

Further to our letter send to you on 17th September 2014, we would like to inform you that the Mentoring Works programme formally begins with a company visit, for Year 10 students on **Wednesday 22nd October 2014.**

For the journey to the company visit, staff from Mentoring Works and Cardinal Pole School will accompany students from school to the CMS offices, 160 Aldergate Street, EC1A 4DD at **3pm.**

Students will be provided an information handout which contains a map, bus routes and directions of how to get from the bus stops to the CMS offices. We then make this exact journey with the students and ensure that everyone is comfortable with the route and confident that they can make the journey independently.

Upon arrival at the CMS offices, we facilitate an interactive session where students will learn about the company, meet the various mentors on the programme and meet individually with their mentor. After getting to know their mentor they will agree a time and date for their first mentoring session. At the end of the session the students are dismissed from CMS offices' to make their own way home.

If you have any questions about the company visit or the entering programme in general, please do not hesitate to contact Mr Brown on 020 8985 5150 Ext 2136.

Yours sincerely,

Mr O'Donoghue
Assistant Headteacher KS4