



19<sup>th</sup> October 2017

Dear Parent/Carer,

## MENTORING WORKS VISIT

We are looking forward to welcoming your child onto the Mentoring Works programme. You will be familiar with the details of the programme from the information booklet that accompanied the parental consent form we asked you to return but to recap the main points:

- We link students from Cardinal Pole to business professionals from CMS London. These business volunteers mentor students in order to help them reach their individual goals.
- Before any mentor is matched a full Disclosure Barring Service (DBS) check is performed. Please see their website [www.gov.uk/dbs](http://www.gov.uk/dbs) for more information.
- The scheme runs for one academic year.
- Your child meets their mentor at the CMS offices after school. Meetings take place each week or fortnight depending on the availability of both student and mentor.
- Mentors work with students on topics such as; school coursework, researching colleges, CV's, job applications and looking at future careers.
- Your child will be travelling by public transport; we advise students to make arrangements to travel with a group of mentoring friends.

The programme formally begins with a Company Visit, for Cardinal Pole students this will take place **on Tuesday 31<sup>st</sup> October 2017, 3pm-5.00pm**. For the Company Visit staff from Mentoring Works and the school accompany students on the journey from school to the CMS offices, Cannon Place 78 Cannon Street, London EC4N 6AF. We provide a handout with a map of the route, information on what bus route to take and how to get from the bus stop to the CMS offices. We then make this exact journey with the students and ensure that every student 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 learn a bit about the company, meet the various mentors on the programme and meet individually with their mentor. After getting to know their mentor, they 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 programme in general, please do not hesitate to contact me on my details below.

Yours faithfully

Mr J Howard  
**Pastoral Support Manager Year 10**

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### **REPLY SLIP: MENTORING WORKS VISIT - PLEASE RETURN TO MR HOWARD BY 30<sup>TH</sup> OCTOBER 2017**

**I give permission for my child to attend the trip to CMS Offices, Cannon Place, London EC4N 6AF**

Student Name:..... Form:.....  
(please print)

Medical Condition/Allergies:.....

Emergency Contact Name and Relationship to Child:.....

Emergency Contact Number:.....

Signed:..... (Parent/Carer) Date:.....

