



Thursday 1<sup>st</sup> November 2018

Dear Parent/Carer

**Career Ready – Year 10 visit to AIG Head Offices, Fenchurch Street, London**

**Thursday 8th November, 2018**

As you are aware your child has been selected for a work experience programme we are introducing for selected Year 10 students at SMSJ School entitled "Career Ready". This is a very exciting opportunity as it will provide our students with a range of real world work experience using firms from the City of London and Canary Wharf. This will be a hugely valuable experience, and will give them vital skills they need in order to be successful in the workplace.

The next event will take place on **Thursday 8<sup>th</sup> November 2018** and will be held at AIG's Head Offices in Central London. This will be a networking session where staff from AIG and Career Ready meet the students and discuss their career experience and their future aspirations. We will be leaving from Stamford Raffles Campus at the beginning of period 6 and will return at 6:30pm. Please indicate if you are happy for your child to be dismissed from Hendon Central station. Please sign and return the slip below by Wednesday 7<sup>th</sup> of November 2018.

As we are traveling outside of Transport for London's free travel hours, your child will need to ensure they have credit on their Zip Card. If this causes any concerns, please feel free to email Mr Corden; gorden1.302@smsj.london so that we can look at alternative arrangements.

I trust that you are as excited about this opportunity as we are. If you do have any questions or concerns, please do not hesitate to contact Mr Corden, who will be organising and running this programme.

Yours sincerely

Mr G Corden  
Head of Business and Enterprise

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I give permission for \_\_\_\_\_ PAM \_\_\_\_\_  
to visit AIG's head offices on Thursday 8<sup>th</sup> November, 2018, and understand that travel will need to be paid.

**I do/ I do not** give permission to be dismissed from Hendon Central station.

Signed Parent/ Carer \_\_\_\_\_ Date \_\_\_\_\_