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2 November 2021

Dear Parent/Carer

## HelpYouChoose Guide for Parents/Carers

As you are likely to be aware, all young people are expected to continue in education until they are at least 18 years of age. Recent research has shown that students identified as 'NEET' (Not in Education, Employment or Training) at the point which they leave secondary education are more likely to be classed as long-term unemployed or in low-paying employment for a significant portion of their working-age lives.

At TNHA we are committed to the futures of our young people by ensuring that they all have a future pathway confirmed by the time they leave our school. It is our aim to educate young people so that they are all able to pursue the employment road they wish to embark upon, whether this be further full-time study, an apprenticeship programme or a similar on-the-job learning opportunity.

As your child is now in Year 11, their final year of secondary education, we provide them access to HelpYouChoose, a service run by the Norfolk County Council that collates courses run by further education and apprenticeship providers across the county. On HelpYouChoose students can apply for their next step in their journey of education once they leave TNHA and as such it forms a significant part of the tailored programme of Careers Education, Information and Guidance (CEIAG) that we provide for our students.

From this week, we are dedicating a tutor time session every week for your child's tutor to provide the information and encouragement for your child to register an account and then to start perusing the courses available across Norfolk and to eventually apply. Based upon a wealth of previous experience we firmly believe that these searches (and eventual applications to further study) are most effective when parents/carers are involved in the process, as well as your child and their tutor. In fact, the most successful applicants start their application at school and then go through it with parents/carers at home before sending it to the providers.

Recently your child has been given the details they require to register an account on HelpYouChoose (though the majority of this is their own personal information such as forename, surname, date of birth, etc.). In order to help them with their application, we recommend you read through the information on the Parents' section of HelpYouChoose.org available at: <https://helpyouchoose.org/content/parents/choices-at-16/using-help-you-choose/>. I have also attached to this letter a copy of the guidance on the Level of course your child should be applying for, based on their predicted GCSE grades, a copy of which has been given to your child. If you require any of this information so that you and your child are able to complete the registration process at home, please contact your child's tutor via email.

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'the best that we can be'



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Many of the providers your child can apply to will be present at our Careers' Fair evening on the 4 November 2021, this Thursday. A letter has previously been sent to indicate how you may book a space at this event and it is still possible to attend.

We will be encouraging your child to apply to further education or apprenticeship providers from this week, which gives you and your child a good amount of time to register their account and search for courses, the deadline for these applications through the HelpYouChoose service is the 17 December 2021, leaving us with only 5 short weeks with which to encourage your child to apply for their further studies.

If you have any questions or concerns regarding this process, please get in touch with me at [s.nash@tnha.org.uk](mailto:s.nash@tnha.org.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Nash'.

**Spencer Nash**  
**Head of Key Stage 4**