



12th January 2026

Dear Parent/Guardian

Careers guidance & next steps

We are delighted to be working with your son as he begins the process of planning his next steps. We will be providing independent careers advice and guidance, which will take place in a series of individual 1-1 meetings on pre-arranged days. Your son will be given his meeting time in due course via his tutor.

The meetings will be designed to give the opportunity to meet with a qualified careers adviser and explore the range of opportunities that exist, as well as ask any questions he has, enabling him to make an informed decision about his Post-16/18 options, goals and the steps to achieving them.

We may ask your son to provide some information before his meeting, about the things he enjoys in school, his interests out of school, his key skills, any career ideas that he has, his work experience/experiences of work, what he would like to do after school and most importantly, what he would like to find out more about in the meeting.

We are keen that we build a relationship with each student and after their careers meeting, we will provide them with a set of notes to summarise the content of our meeting, which will include an action plan to help them move forward. We will also ask them for some feedback, which we will share with school.

You can find information about us on our website: www.futuresmartcareers.co.uk

Should you have any additional questions, our contact details are:
enquiries@futuresmartcareers.co.uk

We look forward to meeting your son and working with him to help with their next steps.

Kind regards

A handwritten signature in cursive script that reads "MacDonald".

Vicki MacDonald
Director