

Wrotham Careers Visitors' Information Careers Fair 17th March 2023

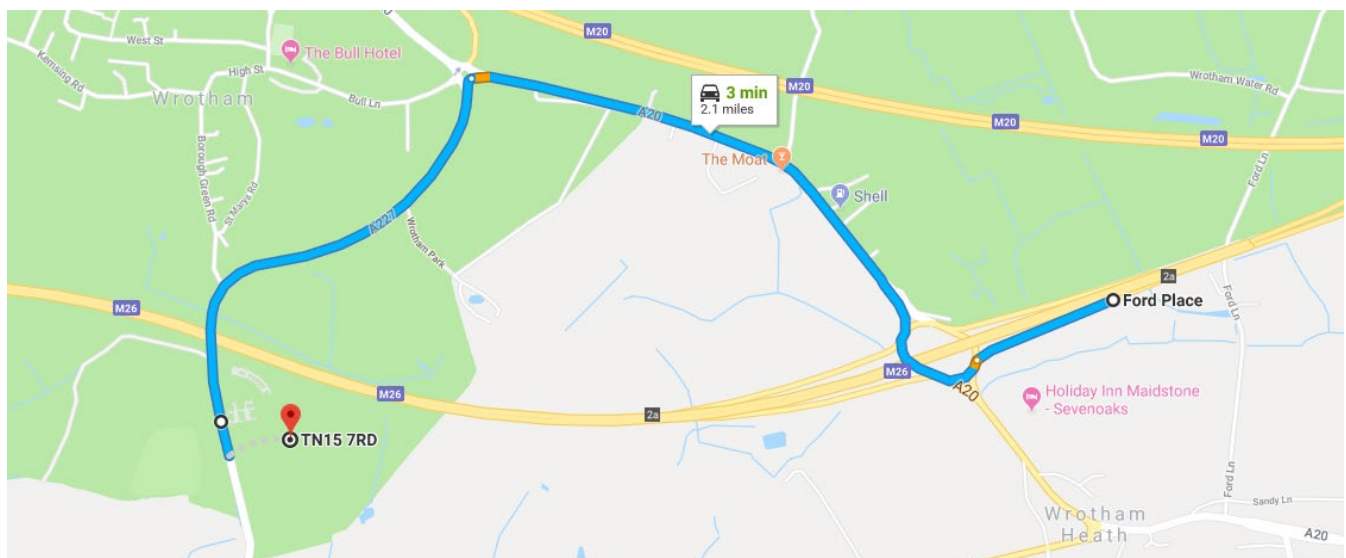
Thank you for volunteering your time and expertise to help our students in exploring their options. As a school, we appreciate your support in ensuring they make informed decisions about their futures, and know that you will be able to give them insights that we would struggle to do without your help.

By **10th March**, one of your party needs to complete the online form that has been emailed to you.

8:30-9:00	Arrival and set up; tea and coffee; networking opportunity
9:00-9:30	Grange Park (specialist autism school) and some of our SEND students with sensory needs
9:30-10:10	Year 9 (approx 160 students)
10:20-10:50	Year 10 (approx 160 students)
10:55-11:30	Year 12 and 13 (approx 150 students)
Break	
11:50-12:30	Year 11 (approx 140 students)
12:30-1pm	Pack away.

Practicalities

The address of the school is at the top of this page. We are five minutes from **Junction 2a on the M26**. Please be aware that some satnavs will take you past this junction – if that happens, you will have a 30 minute round trip to get back to us, so please check your route before you leave!



**HIGH EXPECTATIONS
CHALLENGE
OPPORTUNITY**

wrothamschool.com

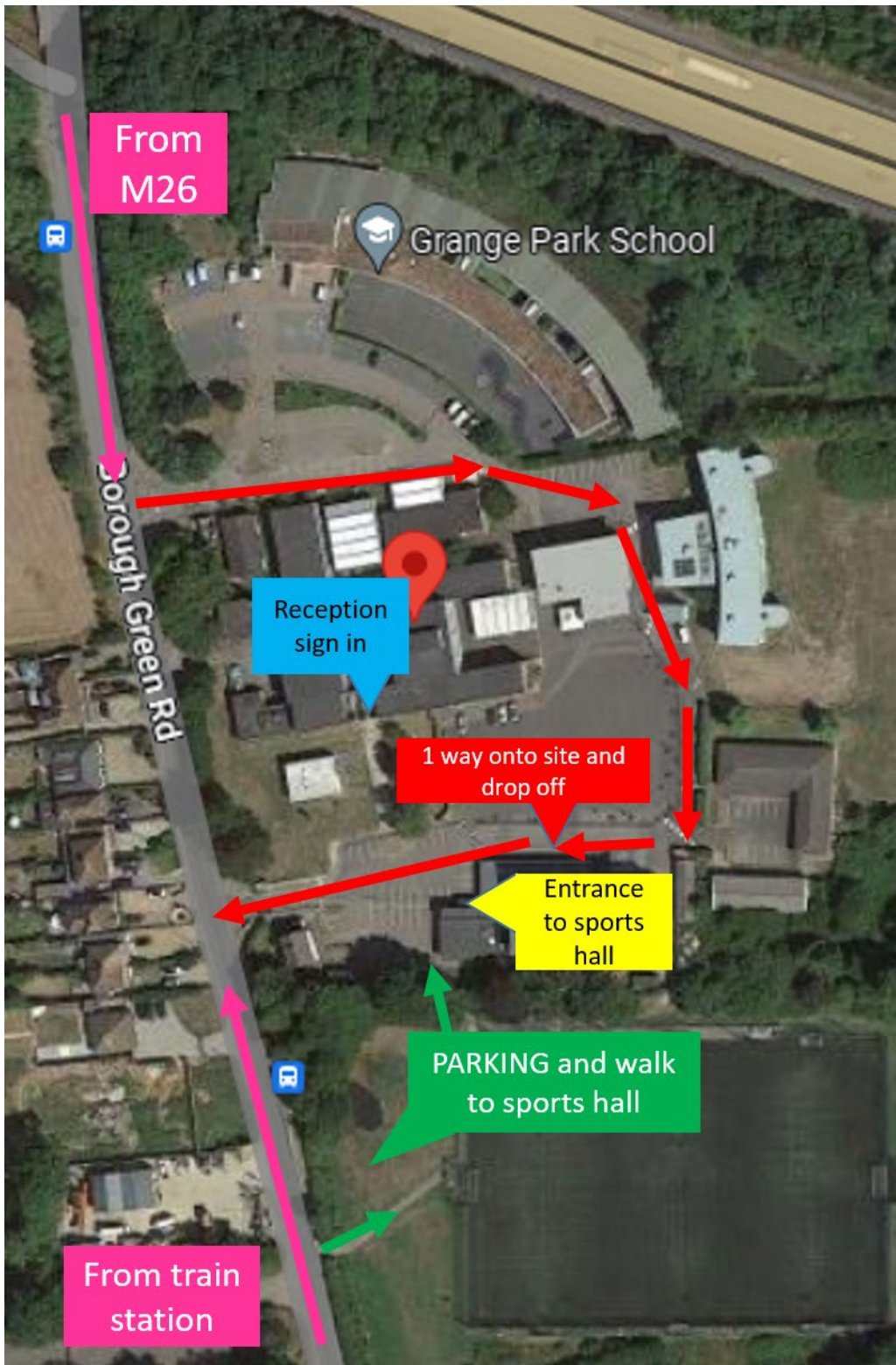
 **Character
Education
Trust**

Company number: 07662701.
A company limited by guarantee and
registered in England & Wales. Registered
office: Wrotham School, Borough Green
Road, Wrotham, Sevenoaks TN15 7RD

Parking

We have opened up a dedicated area for exhibitor parking, near our 3G pitch. It does have a separate entrance (green arrows) so you can go directly there (and avoid the parent queues) if you would like to. There is then a short pedestrian walk up to the main school site. If you would like to drop off equipment before parking, please follow the red one-way arrows and you can park for a short time next to the sports hall before driving down to the car park. Again, please let us know if you need disabled parking. Our school day starts at 8.30 and first lesson is at 9am, so there may be students crossing/arriving at the same time as you – please drive slowly and carefully.

Please report to reception and you will also be asked for your car registration number on signing in.
Please try to car share if you can.



This is what the entrance looks like if you are travelling from the M26



Encouraging interaction with students:

Year 9 (currently choosing GCSEs): These students will have a personalised 'bingo card' of the GCSE options they are considering. They need to find someone who has studied each one. If that's you, you'll need to give them a sticker (supplied), but only if they ask you a meaningful question (e.g. how it has helped you with your current role or in the past, how that might qualify them for a role or future pathway, etc).

Year 10 and 11: These students will have a questionnaire and will be awarded points based on how many different post-16 and post-18 options they 'collect'. Please try to vary your answers to avoid them copying from each other in order to avoid conversations! These year groups tend to be the most self-conscious about talking to employers/providers in our experience, partly because they are starting to realise how influential these interactions can be; they will need encouragement!

Sixth Form: Year 12 and 13 will be 'booked in' to speak to specific exhibitors in small groups with a set of suggested questions/conversation starters – almost like speed-dating. They will have five minutes to talk to you, so should manage six meaningful conversations.

Exhibitor provided activities: On our preparation form (link above), you were asked what you plan to do to encourage students to ask questions/to act as an ice-breaker. Suggestions we offered were:

- Clear 'ask me about...' badges/posters.
- A video/digital element to your exhibit (please make sure any links have been sent to us and that content is age-appropriate).
- A game/competition
- A prop/object to act as an ice-breaker
- A giveaway where they have to ask/answer a question to get a free pen/branded item
- Something else creative (please just contact us if you'd like to bounce some ideas around).

Please note that any electrical equipment that you bring with you must have evidence that it has been fire-safety tested (An in-date inspection sticker or certificate will be accepted)

WiFi Access:

Those who have requested WiFi access on our preparation form will be supplied with a guest WiFi. Again, please be aware that the school/council's web-filter is on very high settings in order to help us to protect our students. For some sites, we cannot get access and have no control over this (e.g. Vimeo), for others, we can get approval but need notice in order for that to be processed (which is done by a company external to the school).

Safeguarding:

Unless the school has seen a copy of an enhanced DBS check for you individually and this has been approved prior to your visit, you will not have permission to move around the school site unsupervised. Please stay within the main sports hall at all times, and if you need to go anywhere, please speak either to one of the careers team members or another member of school staff.

Similarly, if you have any concerns about the behaviour of another adult, information that has been disclosed to you by a student, or by their behaviour, please report this immediately to a member of the school staff.

Emergency procedures:

We are not planning to conduct any fire or evacuation drills while you are on the premises. If you hear an alarm, please proceed to follow instructions from Wrotham School Staff. You will be expected to leave the building through the nearest available fire exit (these are all clearly marked) and assemble on the playground by the bushes nearest to reception, with school staff who are not responsible for registering students.

You should have a copy of the event risk assessment, which will have been sent to you with this document. If you have not received a copy, please email and request one. Additionally, once you have read this, if you have any questions arising from the risk assessment, please do not hesitate to contact us.

If you have any questions prior to the event, please do contact ahollinshead@wrotham.kent.sch.uk or pcheval@wrotham.kent.sch.uk. We will do our best to support you in any way.

If you would like any more information about what our school offers our students throughout the year (including how you might get involved in the future), please check our careers site: www.wrothamschool.com/careers

Yours faithfully

A. Hollinshead

P. Cheval

Angeline Hollinshead
Head of Sixth Form and
Careers Leader

Pearl Cheval
Careers Team and Mentor