

2nd September, 2015

Dear Parent(s), Carer(s) and students,

As we begin a new school year, I would like to take the opportunity to introduce myself to you. I am Mrs Sue Mannings and your daughter or son may already know me as a teacher at Saint Julies. I retired from my teaching post in July, 2015 but will be acting as a Careers Adviser on a part-time basis for this academic year. I have worked in the education system for over thirty-five years and have a wealth of knowledge regarding the many employment sectors across the North-West and further afield.

My first-hand knowledge of the pupils and staff, many parents and the school itself will be a good foundation from which to start my new role in helping to guide your daughter(s) and son(s) towards the future which will be best suited to his or her needs and help them to fulfil their potential.

During the course of this year your son or daughter will be offered interviews intended to identify his or her future needs and aspirations. This will be done in a scheduled time-slot beginning later this year. I will also endeavor to deliver Careers information, advice and guidance throughout the year. Should you, your daughter and son wish to speak to or meet with me outside those time-slots, simply let me know and we can make an appointment. Pupils may come and ask personally. Parents and carers will need to phone reception where the receptionist will put you through to me or leave a message and I will get back to you as soon as possible. My office will be based on the ground floor of Our Lady's Building, next to the Pupil Progress Leader's Room.

As soon as I know the dates when I will be in school, the pupils will be informed. My first scheduled placement in school will be two full weeks commencing on September 7th and 14th 2015. I look forward to working with you in this new role.

Yours faithfully,

Mrs Sue Mannings