



EUROPÄISCHE SCHULE FRANKFURT AM MAIN • Praunheimer Weg 126 • D-60439 Frankfurt

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Frankfurt, 19.09.2016

To the pupils and parents of year 5 of the secondary school,

**Careers guidance and the choice of subjects for year 6 and 7**

Dear pupils and parents of year 5,

The school direction and careers guidance teachers have organised a series of events for pupils in year 5 designed to provide careers guidance and prepare pupils for the choice of subjects in year 6 and 7.

**Wednesday, 12.10.2016 at 19.00hrs: Presentation and assessments of results of work experience in June 2016, for pupils and parents of year 5 and 6.**

Some selected students of last years S5 will report about their two weeks in the world of work.

**Wednesday, 26.10.2016, (1<sup>st</sup> - 2<sup>nd</sup> lesson):** An introduction to careers guidance; helping pupils identify professional interests and aptitudes.

**Tuesday, 20.12.2016, (1<sup>st</sup>- 2<sup>nd</sup> lesson):** An introduction to the educational and professional options open to students.

**Thursday, 19.01.2017 at 19.00hrs: Information evening for pupils and their parents**

Once these events have come to an end, pupils will be given an option form on which to make a provisional selection of subjects for years 6 and 7.

**Thursday, 02.02.2017, (1<sup>st</sup>-2<sup>nd</sup> lesson):** Careers advisors will meet with their respective classes to read through the option form, checking the final choices.

Deadline for the completed form is **Monday 6th February 2017.**

**This year's work experience (Arbeitspraktikum)** for pupils in year 5 will take place from **26th June 2016 to 7th July 2017.**

Deadline for the completed 'Work Agreement form' is **Friday 28th April 2017.**  
**This is the first Friday after the Easter Holiday.**

## **Guidance regarding the Work Experience in Year 5:**

- All students in S5 are obliged to complete a two week work experience placement. This takes place in June/July following the exams.
- The students in S5 are responsible for finding their own placement and should start as soon as possible to look for an appropriate placement. This may involve making calls to relevant employers and arranging interviews.
- It is not permitted that the students arrange a work placement at the work place of their parents, nor are they allowed to be in any way financially rewarded for their work. (This is in breach of the Liability Insurance for School Activities).
- The students should then inform the relevant careers teacher about their placement and hand to them the completed 'Work Agreement form' *\*a German and English version of the Work Agreement can be found on the school website*. Those students who have problems finding a placement should speak to the relevant teacher.
- During Work Experience the students do not attend school, but follow the working hours of their employer. They are required to complete a diary of their experience and will receive a report from their employer. All of this paperwork is to be handed to their class teacher, or the relevant careers teacher at the start of S6.
- Finally, evaluation and feedback will be completed in October during a presentation evening for all S6 and S5 students and parents. The presentations being prepared in cooperation with the relevant L1 teacher.

In organising things in such a way, we hope to provide pupils and their parents the support necessary to make these important decisions. Should you have any further questions please do not hesitate to contact the Director, or career guidance teachers.

Yours sincerely,

*Kyriaki Chatzivassiliadou*  
Direktorin der Sekundarschule

*Marcel Kraft, Katie Graner*  
*Charles Mellies, Patrick Shellard,*  
*Alessandro Zangrossi*  
Beratungslehrer