

Confirmation Email



Use to the email template below as a guideline to ensure that your attendees are briefed with expected behaviour such as safeguarding procedures and how to get to the school, parking, times etc.

New Email

To: employer@emailaddress.co.uk

Subject: Careers Café Event - Confirmation

Dear XXXXX

Thank you for agreeing to take part in our Career Café event
At time
Place
Date

Details of how to find us:-

Insert here driving and public transport directions as well as if there is parking nearby.

Refreshments will be provided; upon arrival, please make your way to reception to sign in where you will be met and taken to the Career Café venue.

All students will be invited to attend so you may find yourself speaking to an 11 year old or a 19 year old. Please remember for your own peace of mind the following basic guidelines should be followed:-

- There should always be a member of staff present
- Never give personal information directly to a student – always pass information via the careers leader or class teacher.
- Read the safeguarding guidelines attached, if you have any queries please contact safeguarding officer to discuss them.

We are really looking forward to welcoming you to our school and finding out more about you and your company.

Kind regards
XXXXX