

To the Parents of Year 11 Pupils

22 November 2018

Dear Parent/Guardian

Re: Year 11 Mock Interviews –15 and 16 January 2019

As part of our Key Stage 4 programmes to equip our Year 11 pupils with the necessary skills to move on to their next stage of education or employment, we are offering every pupil a mock interview. We feel that this is a very important life skill for our pupils to practise as they will soon be preparing for real interviews for college, apprenticeship or for part-time employment.

Preparation for the interview will take place during PSHE lessons, where they will prepare a Curriculum Vitae and a covering letter. The template for these will be available on iDeer, please could you discuss this with your child and assist them if necessary.

The interviewers have been recruited from local businesses and Governors.

The dates that we have scheduled are the **15 and 16 January 2019** and each pupil will have a 20 minute interview on one of the days. At the end of the interview a feedback form will be completed which will then be followed up in their PSHE lesson and a copy will be sent home to you.

Pupils are not expected to wear their school uniform for the interviews, but they are expected to **dress smartly** and we would be grateful if you would guide your child in their choice of outfit which they can stay in for the day. Pupils can wear their school uniform if they would prefer.

We hope that pupils will find the experience valuable. Please contact the Pastoral Office if you have any questions or concerns.

Yours sincerely



Cath Brace
Assistant Head