



January 2019

Dear parents / carers

Year 11 Practice Interviews, Thursday 14th February 2019

We believe it is important to prepare our young people for the world of work by ensuring that:

- ✚ students recognise, develop and apply their skills for enterprise and employability;
- ✚ undertake tasks and activities set in work contexts;
- ✚ learn about working practices and environments;
- ✚ and learn from contact with people who work.

Personnel from local and national businesses are participating in our Interview Skills Programme on Thursday 14th February 2019. All Year 11 students will have a practice interview on this day and an appointment time will be provided nearer to the event. The programme will involve a 20 minute interview with an external provider, followed by some verbal and written feedback.

Students have completed a job application form and we will have an assembly nearer the time to advise students how they should conduct themselves in an interview situation.

On the day of their interview, and **ONLY** on that day, students **DO NOT** have to wear school uniform but should attend school in smart business clothes, appropriate for a formal interview and suitable for an important occasion.

This is a significant opportunity for Year 11 students to experience the expectations of employers. We hope that this year our students will perform and gain good advice from our employers.

Thank you for your support.

Yours sincerely

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Eileen Bishop
Careers Leader