Dear Parent/Carer,

This half term Year 10 students will be engaged in a programme to develop their employability skills and prepare them for the world of work.

**Mock Interviews/Target Review Day: Thursday, 26 March 2020**
On Thursday, 26 March, students will be involved in Target Review Day. For Year 10 students this will include a mock interview with an employer in order to assess their communication and interview skills. Students should wear smart interview attire or school uniform.

**Preparation for mock interviews**
Students will be preparing for this mock interview during form time, preparing answers to questions and completing application forms. Final drafts should be completed by Monday, 23 March 2020, brought to the interview and handed to the employer. Students will be allocated a time for their interview which will take place in the main hall. They should go to G24 (the downstairs drama room) 10 minutes before their timetabled slot to register and prepare for their interview.

**After their interview**
Students will receive written and verbal feedback on their interview skills. This year we are developing the programme so that successful candidates will have school references reviewed by employers. This will contribute to the written and verbal feedback given to students. After the interview, students should report back to G24 with their written feedback.

**Actions required**
Please discuss with your daughter/son what time you would like your Target Review Day tutor meeting. Where possible will aim to meet this request and will endeavour to make mock interviews as close to this time as possible. Please note, however, that mock interviews will finish by 13:00.

We are always looking to extend our employer partnerships. If you are able and willing to support on this day by conducting mock interviews, or are able to support with other careers events, we would be very pleased to hear from you. Please contact Ms Rosenblatt using the details below.

Yours faithfully,

Ms M Rosenblatt
Careers Leader
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Miss M Silla
Year 10 Leader