

17th January 2024
FH/cswrlactivitesletter2024

Dear Parents and Carers

I am writing to inform you about the year 10 mock interview activity being held from 11th to 14th March 2024.

The aim of this activity is to give young people practise in the interview process, helping to develop their techniques and skills for an experience they will face many times during their lives. This is an annual event and involves all the students participating in the interview process with an employer from outside the school. The interviews take place during the school day and are held at Marlborough Town Hall. Students are expected to make their own way to the Town Hall for their allocated interview time and will be instructed on a specific and safe route to follow, independent of adult supervision.

The mock interview activity was introduced to students at their assembly on Tuesday 16th January. Students need to complete an application form in advance of their interview and the final deadline for completed forms is Friday 2nd February. **A key requirement of this is for parents/carers to sign the completed application form to give permission for their son/daughter to attend their interview.** Application forms can be accessed on Unifrog, the Careers section of SharePoint, or the school website. The application form needs to be typed, not handwritten, and a printout handed in directly to the careers office, in room F241 by **Friday 2nd February**. Students have been advised to keep a copy of the application form for their reference as it will be used for their mock interview.

Students are not expected to wear a suit for their interview but have been told to wear something that would be appropriate for this situation. There is no need to purchase anything for this event, and students are allowed to wear smart school uniform if they prefer, although interview appropriate clothing does add to the process. Students do not need to change back into school uniform on the day of their interview.

We are always looking for interviewers to help out with this activity. If you are interested in volunteering a morning or afternoon for this activity, then please contact me on 01672 519551.

Please could I also take this opportunity to mention that the deadline for year 10 work experience is Wednesday 24th April 2023. Students are encouraged to see either myself or Miss Stokes in F241 if they have any queries/questions.

Yours faithfully



Mrs F Havill
Careers Leader