

22 January 2019
FH/tswrlactivitesletter2019

Dear Parent

Year 10 Work Related Learning Activities
11 to 14 March – Mock Interview Week
2 to 6 July – Work Experience Week

I am writing to inform you about the year 10 mock interview activity being held from 11 to 14 March 2019.

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.

Students need to complete an application form in advance of their interview and the final deadline for completed forms is Friday 15 February.

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. Students do not need to change back into school uniform on the day of their interview.

Application forms can be accessed on either Show My Homework or SharePoint. SharePoint Instructions have been summarised below:

- Logon to the school website www.stjohns.wilts.sch.uk
- Click on Links > For Students
- Click on SharePoint
- Enter your student username and password
- Click on the three horizontal lines in the top left corner next to St John's logo
- Click on Careers (under Site Links heading)
- Open tab – Mock Interviews
- Open document – ST-JOHNS-mock-int-year-10-form-MARCH 2019.
- Save the document in a new file or folder in your area, either at home or school, whichever is easier for you to access.

- ◎ Complete application form (**this needs to be typed and not handwritten**). Print out your application form and hand in to Mrs Havill/Mrs Smith in room G121 by **Friday 15 February** at the latest. Keep a copy of the application form for your reference as it will be used for your mock 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 Friday 17 May 2019.

Students are encouraged to see either myself or Mrs Smith in G121 if they have any queries/questions.

With kind regards.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs F Havill', written in a cursive style.

Mrs F Havill
Careers Leader