



PEMBROKE
A PRIORY ACADEMY

Dear Parents/Carers

On Wednesday 31st January, we will be hosting a Mock Interview Day for all year 11 students. The day will run within the usual school day, alongside normal lessons. All students will be interviewed for 20 minutes by an external employer in a school office/classroom. Students will receive feedback from the employer to help them in the future.

Students are aware of Mock Interview Day as they have had a form time information session which included what to wear. They have been asked to come into school wearing smart business dress. No jeans or sportswear please. I have collected a stockpile of men's and women's office wear which students can help themselves to for free, they just need to ask in the careers office. Please don't feel you have to go out and buy anything, even the school uniform can be adapted for the day (for example, school shoes, trousers and shirt but a different tie and smart jumper instead of a blazer).

The purpose of Mock Interview Day is to help students to learn how to answer difficult questions, develop interview strategies, improve their communication skills and reduce stress before they have to do an actual job interview. It is completely normal to be nervous on the day but I hope you will join us in encouraging your child to participate. They are not being interviewed for a specific job, instead they will be asked questions about themselves.

Before Christmas all students were involved in a CV workshop, where they started to construct their CV. Over the next few weeks form tutors and I will be working with students during form time to complete them, however they may need to spend some time developing it outside of school.

Some students have said they will do it at home with parents, please check if this applies to you. Students have been informed that they either need to hand in or email their completed CV to hromain@prioryacademies.co.uk before Monday 22nd January.

On the 26th January students will have an Interview Skills lesson delivered by the DWP to support them in feeling prepared for the day.

Please do not hesitate to contact me should you wish to discuss any aspect of this day.

Yours faithfully

Miss H Romain
Careers Co-ordinator

Headteacher: Mr S Evans

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The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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