

January 2024

Dear Parent/Carer

Mock Interviews and Photographs Friday 15th March 2024

This year, we have organised for our Year 11 Mock Interviews to be on the same day as having their individual photographs taken, along with a year group photograph, before they leave Kingshill.

Over the past two weeks your son/daughter has been busy working on their CV ready for their Mock Interview. This has been done through an assembly and then sessions with Mr Morland and Mrs Hicks, followed by them completing their CV in their own time and sending it to their tutors to review and edit if required. This is all in preparation for their Mock Interview on Friday 15th of March 2024, and their CVs will be used by the Interviewer as the basis for the Mock Interview.

Previous pupils have told us how valuable they found the experience of these formal mock interview practices with actual local employers, and we are very grateful to local firms and companies for their support in this. A week before the interviews take place, each pupil will be informed which company will be interviewing them. This will enable all pupils to research the company in question; this is an invaluable skill when applying for and being interviewed for any job. On the day of the interview, each pupil will receive a letter with the time and the name of their interviewer.

Rather than have their photograph taken wearing school uniform, it is more useful for pupils to wear smart interview-style attire, so that they can be used for various applications after leaving school, such as student identity cards, driving licences, etc. This also fits in well with their Mock Interviews.

Therefore, on **Friday 15th March 2024**, Year 11 pupils can choose to come to school

EITHER
smartly dressed in their school uniform
OR
not in school uniform but **smartly dressed as for a formal interview**.

Their choice of attire, if not in school uniform, **must be appropriate** e.g. shirt and tie, no revealing tops or very short skirts. Your support in ensuring this is the case would be much appreciated. Employers give detailed written feedback after each interview and suitability of clothing for the occasion will be remarked upon.

If you require any further information please do not hesitate to contact Mrs Hicks about the Mock Interviews or Mr Pritchard about the photographs.

Yours sincerely,

Mrs P Hicks.
Careers Co-Ordinator

Mr S Pritchard.
Deputy Head