



SIR THOMAS BOUGHEY ACADEMY

January, 2018

Dear Parent/Guardian,

As our year 11 pupils prepare to take their GCSEs we are conscious of the need to prepare them for life in the world of work. We have therefore arranged a 'Mock Interview Evening' in order to give pupils experience of an interview situation and some feedback regarding interview technique.

The evening has been arranged for Tuesday 6th February, 2018 and appointments will be from 6pm onwards. Pupils will be made aware of their appointment time closer to the event. Pupils will need to wear smart clothing – eg. a suit, trousers and shirt or a dress.

Employers from a wide range of careers will be present to conduct the interviews. They will be experienced in selection procedures and will be prepared to give the pupils valuable advice upon their performance in the interview. Feedback from previous years suggests that the experience is a valuable one for the pupils and school regards the evening as extremely important.

We hope that we can rely on your co-operation and support.

Yours faithfully,

Miss R Carter
House Leader - Fire

Please return reply slips to tutors no later than Monday, 22nd January, 2018.

I confirm that we have read the letter regarding Mock Interview Evening on 6th February, 2018 and my child will / will not be attending.

Pupil Name: _____ Tutor Group: _____

Signed: _____ Parent/Carer

STBA is proud to be part of the



Sir Thomas Boughey Academy
Station Road
Halmer End
Staffordshire
ST7 8AP



01782 729400



office@stb.academy



www.stb.academy