



Trinity
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SE12 8PD

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Executive Headteacher :
Mr David Lucas BSc (Hons) MA NPQH

18/09/17

Dear Trinity Family,

As part of your child's continuing education and development of their careers and work based skills we have organised, in association with a local Educational Events provider, for your child to take part in a day of activities called an **Employability Day**. This involves pupils in year 10 participating in a scheme of work which includes talks on Apprenticeships and going to University, culminating in your child being given a mock interview by a visiting external professional.

This is a great opportunity for your child to have the experience of an interview in a safe and controlled environment and will be great preparation for their forthcoming Work Experience placement. The interview will last for approximately 10 minutes and the visiting professional will provide your child with constructive feedback about their interview performance. All the interviewers will be asked to select one pupil out of the six pupils they interview who they felt performed particularly well and who they would 'hire' if it were a real life situation. The pupils who have been 'hired' will receive a congratulatory certificate at the end of the day.

To emphasise the importance of the day amongst the students, we invite the students to wear "business attire" to school on this day. We will be giving the students an assembly on appropriate business dress and to advise them against coming to school as if they were going to a party. This is their chance to understand what a business dress code is. However, if your child does not have the appropriate business dress clothes then coming to school in smart school uniform is perfectly acceptable. We do not wish for you to spend money on clothing – however you might feel that if you wish to purchase clothes they could be used during their future work experience placement.

This activity will take place all day on **Monday 2nd of October**. Should you have any question about this event or require any further information then please do not hesitate to contact me at school.

Yours sincerely,

Ms F Hanlon
Assistant Headteacher
Director of Character Education

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