



16 October 2019

Dear Parents/Carers,

**Re: Year 10 Employability Day - Thursday 7 November &
The Work Experience Launch Event (parents and pupils) - Thursday 7 November 17.30 to 18.30**

As part of your child's continuing education and development of their careers and work based skills we have organised a morning of activities called an Employability Day. This involves the students participating in a scheme of work culminating in your Year 10 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 her forthcoming Work Experience placement. The interview will last for approximately 10 minutes and the visiting professional will provide your daughter with constructive feedback about their interview performance.

To emphasise the importance of the day amongst the students, we invite them to wear "business attire" to school on this day. Students will be expected to wear smart business dress suitable for a professional environment. If your child does not have the appropriate smart business clothes, then they should come to school in smart school uniform. We do not expect you to buy new clothing, however if you do, you may want to purchase clothes that your child could also use during their future work experience placement. We will be speaking to all students about appropriate business dress so that they understand what a business dress code is. If you have any questions about the dress code or anything to do with Employability Day, please do not hesitate to contact me.

A website that will help your child prepare for the employer interview on 07 November is -

<https://barclayslifeskills.com/>

The Barclays LifeSkills website is full of advice and information about skills for work; applying for jobs; managing your money; etc.

See the updated Careers page on the school website for other useful resources:

<https://www.sydenham.lewisham.sch.uk/curriculum/careers>

Please make sure that your child is speaking to all her family and friends about finding an interesting and enjoyable work experience placement for next summer. (29 June to 10 July 2020).

I look forward to seeing you at the **Work Experience Launch Event on Thursday 7 November, from 17.30 to 18.30.**

Yours faithfully,

Fiona Taylor, Careers and Enterprise Coordinator,
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