



Thursday 12th January 2023

Year 10 Employability Day – Thursday 26th January 2023

Dear Year 10 Families,

As a part of your child's continuing education and development of their careers and work based skills we have organised a morning of activities called Employability Day. This involves the students participating in presentations from three Post-16 and Post-18 organisations and a mock-interview by a visiting external professional.

You child will be involved in the employability workshops during either Period 1 and 2 OR Period 3 and 4. For the rest of the day, they will have their usual lessons. They must bring their equipment for this. Your child will be informed in advance when their employability workshops will be.

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 in the summer. The interviews will last for approximately 20 minutes and the visiting professionals will provide your child with constructive feedback about their interview performance.

To emphasise the importance of the day amongst students, we invite them to wear 'business attire' to school on this day. If your child does not have the appropriate smart business clothes, then they should come to school in their smart school uniform. We do not expect you to buy new clothing, however if you do, you may wish to purchase clothes that your child could use during their future work experience placement. We have spoken to all students about appropriate business attire during an assemble on Tuesday, 10th January.

We recognise that different industries all have slightly different dress codes, so please see guidance on this below:

Students should wear:

- Smart skirts
- Trousers
- Jackets/blazers
- Blouses or tops.
- We request that students wear sensible shoes so that everyone will be safe moving around the school.

We will not accept students wearing:

- Jeans (or any denim items)
- Trainers
- Leggings
- Skin-tight outfits
- Tracksuits
- Cropped tops



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- Short skirts

If a student comes to school in these clothes then they will be asked to return home and change and they may miss their presentation and/or interview.

If you have any questions about the dress code for employability day, please do email me:
y.pendry@sydenham.lewisham.sch.uk

This website will help your child prepare for their employer interview: [Interviews – Job Interview Tips, Advice & Resources \(barclayslifefskills.com\)](http://barclayslifefskills.com) Please do look at this website with your child to support them with preparing for this important experience.

Your child will also have preparation sessions for the interviews and presentations during their tutor time sessions.

Many thanks,

Yvonne Pendry

Careers and Enterprise Coordinator
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