19th October 2018

**INTERVIEW DAY – Tuesday 6th November 2018**

Dear Pupils and Parents,

On Tuesday 6th November, we will be holding our annual Y11 Interview Day in school. We are delighted to have 40 volunteer interviewers from all sectors of our local business community and all Year 11 pupils will be given the opportunity of a 30-minute practice interview. Interviews will take place in school during morning lessons and pupils will be given an appointment time to attend their interview in the school hall. Pupils will attend normal lessons during the day apart from their 30 minute interview slot.

To prepare for this event, all pupils attended an interview preparation session yesterday, and have also been asked to prepare themselves by producing a Curriculum Vitae (CV) and Personal Statement and gathering any certificates or documents which can be included in their Presentation Folders. It is expected that all pupils will be fully committed to all aspects of the preparation and practice interview. Pupils will be reminded this week to complete all the necessary preparations, including their CV, Personal Statements and Presentation Folders, and to consider some of the possible questions which they might be asked – please see the list of possible questions on the back of this letter.

We have run these events for many years and have always found them to be an excellent way to prepare pupils for their college interviews and real job interviews which will arise over the next few years and at various stages in their chosen career. If you have any questions about Interview Day and the process of preparation, please contact school by phone, letter or email as soon as possible. We assume that pupils are fully committed to this process and will fulfil all the necessary preparations for the event.

Thank you to all parents for your support for this important event. Please contact me at school if you would like any further information. Good luck to all pupils in your preparation and in your practice interview.

Yours sincerely,



Mrs R Paul

Head of Personal Development Curriculum

01942 728651

rpaul@arrowsmith.wigan.sch.uk