



# Westhoughton HIGH SCHOOL

Our reference SGL/JLN/Mock Interviews

3rd October 2018

Dear Parent/Carer

I would like to offer your child the opportunity to take part in our mock interview scheme which will run on the evening of Wednesday 7th November 2018 from 5.30pm – 8.30pm.

The aim is to give students a 20 minute practice interview, before they attend actual interviews for Post -16 institutions this year. All students will need to provide a personal statement and, if they wish, a CV before the interview, as this will form the basis of discussion. Students must dress appropriately for an interview, i.e. shirt and tie for boys and equivalent for girls. There is no need to buy clothes especially for the interview.

The interviewers are volunteers representing a range of organisations within the local community. The interviews will last approximately 20 minutes with feedback given to all students.

I would be extremely grateful if you could encourage your child to participate as I believe it will assist him/her in gaining greater self-confidence and expertise in coping with any future interview he/she may face when applying for a college course or apprenticeship later in the year.

Please return the tear off slip below if you would like your child to participate, and a preferred time slot.

I am always looking for volunteers to assist as interviewers. Please email me at sgill@westhoughton-high.org or call me on the school number 01942 814122, if you are interested in supporting the scheme in the future.

Yours sincerely

Mr S Gill  
Leader of Learning Careers & Progression

**Reply Slip – Mock Interviews** to be returned to The Main Office

I would like my child to take part in the Mock Interview scheme

Student name \_\_\_\_\_ Form \_\_\_\_\_

Please indicate which time you prefer – you can tick more than one or indicate a preference by number 1-5. Times cannot be guaranteed but we do our best to accommodate requests.

5.30pm – 6.00pm		6.00pm – 6.30pm		6.30pm – 7.00pm	
7.00pm – 7.30pm		7.30pm – 8.00pm			

Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

