



Standish Community High School

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Executive Headteacher: Mr A Pollard BA (Hons) MA NPQH
Head of School: Mrs L Barker BA (Hons)
When replying please ask for:

Mr Prout/Mr Barker
Futures Team

December 2018

Dear Parent/ Carer

I am writing to give you advance notice of our Mock Interview Conference event planned for our Year 11 students on Tuesday, 12th February 2019 as part of our Key Stage 4 Work Related Learning programme.

The Mock Interview Conference event will take place off-site at DW Stadium, so that students can get a real feel of a working business environment. Finding their own way to and from the event on time and dressing in smart business attire are all part of that process. Students do not attend school on this day, they are to go directly to the DW Stadium 15 minutes before their interview time and must leave the building after debrief from their form tutor.

I am sure you can appreciate to host this event at such an outstanding venue as the DW Stadium comes at a substantial cost to the school. Earlier in the year, a very experienced and prestigious company named 'Bright Futures' delivered workshops at our Skills for Life event. There students had the opportunity to learn such skills as CV writing, presentation skills, interview techniques and other relevant skills related to the world of work in preparation for their Mock Interview Conference and beyond.

In light of this, we are asking for a contribution of £5.00 from yourselves. This is a minimal amount, which will contribute to the hire of the stadium, Record of Achievement folders, Skills for Life Day and all areas linked towards future destinations.

It would be preferable if payments were made using the schools online payment system. This can be accessed via the school website. Alternatively, you can pay by cash or cheque (payable to Standish Community High School) placed in a sealed envelope with the name and form of the student and 'Year 11 Mock Interview Conference' written on the front.

If your child's medical or contact details have changed since being updated in September 2018, please contact school as soon as possible with their new details. Any changes can be emailed to our new email account data@standishchs.wigan.sch.uk

Any place offered on an educational visit is conditional and may subsequently be reviewed by the Senior Leadership Team of the school and if a student's presence is identified as being potentially prejudicial to the health and safety of those participating in the visit, he/she may be withdrawn.

A further letter detailing the time of the interview, the employers name and their chosen career area will be sent prior to the Mock Interview Conference.

Please complete the reply slip attached and return together with your contribution to the Finance Office by Friday 11th January 2019.

Should you have any queries or concerns regarding this letter please do not hesitate to contact Mr Prout or Mr Barker at school.

Yours faithfully

L Barker
Head of School

be Outstanding!



Mock Interview Conference - Reply slip – To be returned to Finance Office by **Friday 11th January 2019** at the latest

I agree to my son/daughter _____ of form 11 _____ attending the Year 11 Mock Interview Conference event at the DW Stadium on Tuesday 12th February 2019.

I have included cash /cheque/paid online a contribution of £5.00

I understand they will be making their own way to and from the Stadium

Signed: _____ Date: _____