**Email to whole year group:**

Dear parents/carers,

As you will be aware, year 11 Professional Interview Day will be on Friday 2nd February.

This is an opportunity for students to complete a CV and cover letter for a job and to have the experience of an interview with a volunteer from the world of work.  We are lucky to be welcoming 21 volunteers who have kindly taken time out of their busy days to join us and to provide this valuable experience to our students.

The students have been completing their CVs and cover letters.  They will be receiving their appointment times soon.

On the day students can come to school dressed as they would for an interview.  They will attend normal lessons for most of the day but will attend a 30 minute interview at their allocated time slot.  It is very important that students arrive 10mins before their slot so that we can run to schedule on the day.

Unfortunately, if your daughter has not submitted her CV and cover letter by Friday 26th January, she will have to come to school in uniform and will lose the privilege of interview appropriate wear.  You will be emailed separately if this is the case.  Friday 26th January is already after the original deadline on Monday 8th January.

We are really looking forward to the day and know that this will be really valuable for the students.

Thank you for your support,

Ms Marianna Philippou

**EMAIL TO PARENTS OF STUDENTS WHO HAVE NOT SUBMITTED FORMS**

Dear parents/carer,

As you will be aware, Professional Interview Day is on Friday 2nd February 2018.

Unfortunately, your daughter has failed to submit her CV and cover letter for this opportunity.  She will still receive an interview time as we do not want students to miss out on this opportunity.  However, if her work is not submitted by Friday 26th January at the latest, she will lose the privilege to come to school in interview appropriate dress and will be expected in school in full uniform.

We will be contacting you and asking your daughter to come home and change if she does not comply with this rule.  If we are unable to contact you, she will be kept out of lessons in the duty room – this is the normal school rule and sanction for students out of school uniform.

It is important that students learn the life lesson of meeting deadlines and expectations.  In the real world, a missed deadline would be a missed opportunity.  There are often no second chances.

Thank you for your continued support.

Kind regards,

Ms Philippou