



Our ref: JHA/HBU

18 September 2018

Dear Parent

**Friday 21 September 2018 – Year 11 ECO Day
Mock Interview Preparation and CV Writing Day**

As part of The Carlton Academy's ECO Day on Friday 21 September 2018, Year 11 students will be involved in a range of lessons that focus on 'preparing our students for a profession interview situation'. Students will be given valuable guidance on CV writing and the opportunity to practice interview questions in preparation for their mock interview which will happen with a volunteer from a local employer the following day. In addition to the interview preparation on ECO Day, students will be working on developing their Memory and Recall skills that will support them as they prepare for their coming GCSE exams. **All students should be in full school uniform and the day's sessions will be presented by our staff and will follow the normal school times. There is no cost to parents for this day and attendance is compulsory.**

Mock Interview Day – Monday 1 October 2018

The interviews will take place during the normal school day and will take approximately 30 minutes; this will include a 15 to 20-minute interview and 5 minutes for feedback. All students will have the opportunity to experience a 'real' interview one-to-one with a volunteer from local business, giving them confidence and positive feedback for the future. It is important to note that this will not be based on a specific work role, but will be a general interview covering aspects that will occur in all interviews regardless of industry and role.

In order to make the interview as realistic as possible, all students will need to bring in an up to date CV (this will be printed on ECO day) and **must attend the Academy dressed in smart business like clothes rather than school uniform on the day.**

Students will be provided with an interview time on the ECO Day and will be excused from their normal lessons for this time. Students will return to normal lessons after their interview.

Please also note these forthcoming important Year 11 dates:

- Sixth Form Open Evening – 15 November 2018 6.30pm - 8:30pm
- Year 11 Mock Examinations – start Monday 19 November 2018
- Deadline for applications to Sixth Form – 30 November 2018

If you have any questions regarding the day, please email me at j.harris@theacademycarlton.org

Yours sincerely

John Harris

Mr J Harris
Assistant Headteacher

