



# Brentside High School

## Learning and Achieving Together

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Headteacher: Ms Charlotte Hames

March 2024

Dear Parent/Carer,

### Re: Mock Interviews and Target Review Day for Year 10 – Wednesday, 27 March 2024

This half term, Year 10 students are engaging in a programme to develop their employability skills and to prepare them for the world of work.

As calendared and in the newsletters, on **Wednesday, 27 March 2024**, students will be involved in **Target Review Day**. For Year 10, this will also include a **mock interview with an employer** between 09:00-16:00 in order to assess students' communication and interview skills. Students should wear smart interview attire or their full school uniform.

#### Target Review Day

Mock interview day combines with Target Review Day and we believe that the meetings have the most impact when a child is accompanied by a parent/carer; we appreciate your support with this. In the parent survey at the end of last year, the vast majority of respondents felt that the meeting was valuable. The meeting will last for approximately 10 minutes. During this time, the tutor will give out your child's latest progress report, discuss current progress and last time's targets, celebrate achievements and agree the next main two targets for improvement. These will relate to academic progress and notes should be written in the student planner in the 'My Learning Goals' section.

**Please complete and return the reply slip at the back of this letter with the time you are available to come into school. If you are unable to attend, please use the reply slip to let us know this.**

#### How students should prepare for their mock interview

Students should have completed a mock interview application form in tutor time. The form is also uploaded to Satchel One. **Students should bring their checked, typed and printed version with them to the interview, together with their Achievement Journal.** Students should go to G24 (downstairs drama room) to register and do a final preparation for their mock interview straight after their tutor meeting.

#### After the interview

Students should return to G24 straight after their mock interview to receive their written employer feedback and complete their evaluation form.

Students who perform consistently well across all criteria will receive a certificate in assembly.

We are always looking to extend our employer partnerships. If you are able and willing to support by conducting mock interviews in the future, or are able to support with other career events, we would be very pleased to hear from you. Please contact Ms Rosenblatt by calling 020 8575 9162, or email [m.rosenblatt@brentsidehigh.ealing.sch.uk](mailto:m.rosenblatt@brentsidehigh.ealing.sch.uk).

We also take the opportunity on the day to **check and update the contact details** we hold for each student, and I would ask that you take a few minutes to check and amend these in the main canteen if you did not do so in November, or if any of your details have changed since then.

We look forward to seeing you on Wednesday, 27 March 2024.

Yours faithfully,

Ms Hames  
Headteacher



**Target Review Day – Wednesday, 27 March 2024**

Please return this reply slip to your child's **tutor**.

**Student name:** .....

**Form group:** .....

**Please tick the statement which applies to you and return to your child's form tutor by Monday, 25 March 2024 at the latest.**

- ☐ I **am able** to attend the meeting in person and have written in my child's planner when I am available.
- ☐ My preferred times are: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
- ☐ I **am not able** to attend the interview in person. My child will attend alone. They will be in full school uniform and will bring their student planner.

**Parent/Carer signature::** .....

**Parent/Carer name:** .....