

Headteacher: Christopher Anders BA (Hons) MA

24 October 2016

Dear Parent/Carer

Year 11 College and Apprenticeship Interviews

As students are now beginning to apply for college and apprenticeships places we would like to make the procedures for attending interviews clear.

Whilst we understand that interviews are offered during the school day, we cannot sanction students missing lessons in which preparation for the forthcoming mock examinations or a Controlled Assessment activity is taking place.

When arranging an interview, students should seek confirmation from their relevant class teacher that they will not be missing their Controlled Assessment. Colleges do offer interviews outside of the school day and wherever possible this is preferable. No interviews should be agreed during the mock exam period, which runs from Monday, 30 January 2017 to Friday, 3 February 2017. In the event of a clash, please contact the college or apprenticeships provider to rearrange the interview.

When an interview has been arranged, students should receive a letter confirming the time and date of the interview. This should be presented as they sign out of school and when they return. No student should miss a full day for an interview and they should be leaving no more than an hour beforehand to get to the interview.

We appreciate your support in this matter.

Yours faithfully



Sarah Coles
SMSC and CIAG Co-ordinator

