



# Brentside High School

## Learning and Achieving Together

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Headteacher: Ms Charlotte Hames

March 2024

Dear Parent/Carer,

### Re: Mock Interview and Target Review Day for Year 12 – Wednesday, 27 March 2024

I write as a reminder that, as calendared, normal lessons will not take place on Wednesday, 27 March 2024. This is to enable all students to meet with their tutor to review progress since the meetings on Target Setting Day in November, discuss current achievements and set targets for future improvement. In some cases, there may be additional progress meetings with the Year Leader or Learning Support staff.

We believe that Target Review Day is an important part of our school year as it enables parents/carers, students and staff to work together to identify, support and monitor the targets that will make a real difference to each individual's progress. For this reason, we believe that the meetings have the most impact when a child is accompanied by a parent/carer, and we appreciate your support with this.

You are encouraged to attend the meeting with your child which will last for approximately 10 minutes. During this time, the tutor will give out your child's progress report, discuss current progress and subject-specific targets and all will agree the main two targets for improvement.

Year 12 students will also be involved in a mock interview with employers on this day between 09:00-16:00 and will receive written and verbal feedback on their interview skills as part of preparing them for the world of work. Year 12 students must dress smartly, following the dress code.

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

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

#### After the interview

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

**Please can you complete and return the reply slip by Monday, 25 March, with the time you are available to come into school.** Students who receive free school meals will be able to collect a packed lunch from the canteen after/before their appointment. **Students will attend school only for their individual Target Review meeting and mock interview, unless they have been otherwise informed by their teachers,** and should be working at home for the rest of their day.

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:** .....