



# MAIDEN ERLEGH

## CHILTERN EDGE

Executive Headteacher: Miss M. Davies, MA (Cantab), MA, DESS, NPQH  
Acting Head of School: Mr R Hawthorne, BA (Hons), PGCE

Reades Lane, Sonning Common,  
Reading, RG4 9LN  
0118 972 1500  
office@maidenerleghchilternedge.co.uk  
www.maidenerleghchilternedge.co.uk

10 December 2019

Dear Parent/Guardian

### Year 11 Mock Interview

On **Thursday 12 December 2019** all students in Year 11 will be undertaking a Mock Interview with a Senior Member of Trust staff. This opportunity is to help students prepare themselves ahead of upcoming College/Sixth Form, Apprenticeship or Job interviews which are likely to now be on the horizon. Students will receive personalised feedback following their interview as well as having an opportunity to reflect on their own performance and preparation.

Students have spent time in their PSHE lessons preparing a basic CV document and have been asked to complete a personal statement too, whereby they have been encouraged to think about the skills and characteristics they possess that would make them a desirable employee or student in Post-16 provision. Students have been encouraged to tailor their statement around one of four job adverts which are available for view on Show My Homework.

Unfortunately, some students have yet to submit these completed documents – should your son/daughter be one of them can I ask that you ensure they do so by the deadline of **Wednesday, 9am**. They should print a copy and either hand to their form tutor or directly to me. Students who do not submit a completed CV/personal statement will not get the full benefit of the Mock Interview. To support your son/daughter in preparing for their interview on Thursday please read the Interview Preparation Support document, also saved in Year 11 Letters, that you can use to discuss potential questions they might face.

The Mock Interviews form part of our ongoing Careers and Post-16 preparation provision. This has included independent advice from our dedicated Adviza agent, visits to local Post-16 providers to showcase the exceptional local provision available, and a 1-1 review session during November. Career preparation will continue into the new year with the opportunity to attend the Maiden Erlegh Trust Careers Event in February.

Thank you for your support with this latest phase of our Year 11 Careers Strategy.

Yours faithfully

Miss E Bliss  
Assistant Head, Maiden Erlegh Chiltern Edge