



February 2013

Dear Parents/Carers

**Focus Day – Tuesday 5<sup>th</sup> March 2013**

This term we will be holding a Career and Employability Skills Focus Day for Year 10 students. This is in addition to our two Enterprise days.

The timings for this day will be the same as a **normal school day**. Students only need bring their pencil case, scissors, glue etc.

This Focus Day will concentrate on employability skills – ideally timed for student preparation for Work Experience Week taking place 3<sup>rd</sup>-7<sup>th</sup> June this year.

Main areas covered are:

- Key Skills for Success
- Employer expectations
- The 'Bigger Picture' in terms of Tax, The Economy and Contribution
- Presentation Skills
- Effective Communication
- Confidence and First Impressions
- CV guidelines/creation

To enter into the spirit of the day and to help students know exactly what is required of them when attending interviews, we ask that all Year 10 students wear suitable interview clothing on this day.

This for gents could mean:

- School trousers, shirt and school tie
- A smart coloured shirt with a coloured tie
- Black/Brown shoes

For the ladies

- School skirt (respectable length)/tailored trousers with white blouse
- Smart skirt/blouse
- Comfortable smart shoes

**You do not have to buy anything especially for the day!**

Many thanks for your co-operation in what we hope will be an informative and enjoyable day for the students.

If you are unsure about any of the above please give me a call.

Yours faithfully

Mrs S Richards  
**Work Related Learning Co-Ordinator**