



# SYDENHAM SCHOOL

Specialist Science and Mathematics School

Headteacher: Gloria Lowe, MA, NPQH  
Dartmouth Road, London SE26 4RD  
Tel: 020 8699 6731, Fax: 020 8699 7532

Website: [www.sydenham.lewisham.sch.uk](http://www.sydenham.lewisham.sch.uk)  
E-mail: [info@sydenham.lewisham.sch.uk](mailto:info@sydenham.lewisham.sch.uk)

30 March 2017

Dear Year 10 Parent / Carer,

## Year 10 - Suitable clothing for Employability Day on Tuesday 11<sup>th</sup> May 2017

As part of your daughter's continuing education and development of their careers and work based skills we have organised, in association with a local Educational Events provider, for your daughter to take part in a day of activities called an **Employability Day**. This involves the students participating in a scheme of work culminating in your daughter being given a mock interview by a visiting external professional.

This is a great opportunity for your daughter to have the experience of an interview in a safe and controlled environment and will be great preparation for her forthcoming Work Experience placement. The interview will last for approximately 10 minutes and the visiting professional will provide your daughter with constructive feedback about their interview performance. All the interviewers will be asked to select one student out of the eight students they interview who they felt performed particularly well, and who they would "hire" if it were a real life situation. The students who have been "hired" will receive a congratulatory certificate at the end of the day.

To emphasise the importance of the day amongst the students, we invite them to wear "**business attire**" to school on this day. Students will be expected to wear smart business attire suitable for a professional environment. If your daughter does not have the appropriate business dress clothes, then they should come to school in smart school uniform. We do not wish for you to spend money on clothing, however if you do, you may want to purchase clothes that that your daughter could also use during their future work experience placement. We will be giving the students an assembly on appropriate business dress so that they understand what a business dress code is. If you have any questions about the dress code or anything to do with Employability Day, please do not hesitate to contact me.

A website that will help your daughter prepare for the employer interview on 11 May is -

<https://www.barclayslifeskills.com/what-is-lifeskills>

The Barclays LifeSkills website is full of advice and information about skills for work; applying for jobs; managing your money, etc. You can even film yourself answering job interview questions!

See the updated Careers page on the school website for other useful resources:

<https://sydenham.fluencycms.co.uk/Careers>

Well done to all of the girls who have already handed in Own Find Forms for work experience (26 June to 07 July 2017). If your daughter is still following up employer leads, or is finding it difficult to find a placement, please encourage her to come to see me at lunchtime or after school in Room S.2.016.

Yours faithfully,

Fiona Taylor

Careers and Enterprise Coordinator, [f.taylor@sydenham.lewisham.sch.uk](mailto:f.taylor@sydenham.lewisham.sch.uk) 020 8699 6731 x 442