

MH

4<sup>th</sup> October 2019

Dear Parent/Carer

**Mock Interview Simulation Day, Tuesday 22<sup>nd</sup> October at the Hillcrest Centre, Hillcrest Road, Newhaven and Seahaven Academy**

The purpose of the day is for students to understand the requirements of applying for a job and experience an interview situation in preparation for post 16 education or employment.

We arrange for a number of local business representatives to conduct the interviews with the students and most of them now support us annually with this. The students will complete a generic application form beforehand that will be part of the process and discussion. The interviews normally last for approximately 10-15 minutes and the feedback is given when it concludes. At the end of the session the students can re-enter the room and approach any of the interviewers for an informal chat.

As there is a formal assessment during the time they are at school, all students will be required to be in full uniform for the entire day. The assessment will take place in the hall under exam conditions.

**Itinerary for the day:**

- 8.00 Roll call
- 8.10 Year 11 assembly in main hall
- 8.30 2 tutor groups to Hillcrest Centre and other half to LRC at Seahaven Academy
- 9.00 Interviews
- 10:20 Break and groups swap over
- 11.00 Interviews and LRC sessions continue
- 12:20 Lunch
- 1.15 P5 as normal
- 2.15 End of school day.

Yours sincerely

*M. Haferník*

Mat Haferník  
Director KS4/Options and Pathways



**Principal Sarah Pringle**

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Seahaven Academy  
Southdown Road  
Newhaven  
BN9 9JL  
t 01273 517601  
f 01273 611182

e [office@seahavenacademy.org.uk](mailto:office@seahavenacademy.org.uk)  
www.seahavenacademy.org.uk