



Friday 22<sup>nd</sup> January 2021

Dear Respected Parents/Guardians,

Assalamu alaikum (Peace be with you),

**RE: Year 11 Careers Interviews**

I am writing to you again in regard to the careers interviews that will take place every Wednesday from 8am-3pm.

**Your daughter is required to come to school on the day of her interview unless; she has tested positive for COVID, has COVID symptoms or has been identified as a close contact or is clinically extremely vulnerable.**

Please be assured that we have taken all necessary precautions to ensure the interviews take place as safely as possible. We have ensured the careers advisor and your daughter are socially distanced in a well-ventilated room with the door open; we have sanitiser for both the advisor and the students. Everyone is advised to keep masks on unless they are medically exempt.

If your daughter fails to attend without a valid reason, she may lose the opportunity to take part in the career's interviews.

If your daughter's appointment is anytime between 8am and 12pm, she will be required to be in school from 7:45am to 12pm. She will be able to go home at 12:10pm. If your daughter's appointment is from 12:30pm to 3pm, she will be required to come in to school from 12:20pm and will be able to go home at 3pm. The reason for this is to ensure that your daughter attends the interview on time and that she does not miss her live lessons.

**Your daughter will be notified of the date and time of her interview via MS Teams.** Please ensure she has made a note of the date and time for her careers interview.

Your daughter is not required to wear school uniform. Please ensure that she arrives to school on time and that she brings a snack with her as well as some headphones so that she can listen to her live lessons whilst in school. If your daughter's appointment is in the afternoon, please ensure she either has lunch at home, or that she brings lunch with her.

We look forward to seeing your daughter soon and hope that she finds the interviews beneficial.

Yours Faithfully,

Miss M Badar  
Head of Year 10  
Lead for Careers and Enrichment Opportunities