

14 September 2015

[Full Name] 10[VMG]

Dear [Forename]

Interview for Bronze Duke of Edinburgh Award

Thank you for submitting your application for a place on the Bronze Duke of Edinburgh Award scheme. We have great pleasure in informing you that you have been short-listed for a place on the scheme. We would like to invite you to an interview on [Date].

The interview will take place at [Time] and will be held in [Location].

The purpose of the interview is to assess your suitability to complete the course. If you are successful at interview, you and your parents will be invited to attend an information evening at the school to discuss procedures, costs and equipment requirements.

Please confirm that you are willing to attend by completing the reply slip below and handing it in to one of us, or in to Reception.

Ahead of the interview you will need to prepare carefully. Please reflect in advance on how you feel you will benefit from completing the Duke of Edinburgh scheme, and what skills and attributes you have that will ensure you will cope with the demands of the scheme, working alongside others in your year.

Good luck!

Yours sincerely

Mrs L Ryan & Miss R Horsefield
Duke of Edinburgh Leaders