



14 June 2018

Dear parent/ guardian

As previously indicated, during the week commencing Monday 18th June, Year 13 pupils will be participating in a range of relevant career planning activities. This programme is designed to prepare your child for the key choices and decisions to be made early in Year 14 regarding future study and/or employment.

Pupils are required to attend and participate in sessions on registering for UCAS and writing a personal statement, along with a Careers briefing about Year 14 choices. In addition, they will also sign up for a one-to-one Careers interview with a Careers Adviser from the NI Careers Service or a member of the School Careers team. When attending the one-to-one Careers interview, pupils should bring their **Personal Career Plan booklet** (containing current research) with them in order to discuss their Career ideas and plans. Pupils will also have access to the School's ICT facilities and Careers Library on Monday 18th and Tuesday 19th June to conduct and update their Careers research into Higher Education and employment opportunities.

In order to facilitate these important Career planning activities, your child is asked to register by following the instructions on the attached document. Each pupil should sign up for a Careers Planning Session on either Monday 18th or Tuesday 19th June, and for a Careers interview on either Wednesday 20th or Thursday 21st June (N.B. pupils attending English coursework preparation classes during this week should ensure that they do not register to attend a Careers Planning Session scheduled to take place at the same time.)

Yours sincerely,
GCS Careers Department