

Career Guidance: Notice of Intention to Attend an OpenDay

An outline of Procedure

Open Days are occasions when CPC students may visit particular Colleges and Universities. They afford an important insight to the particular Institution as well as an opportunity to make specific enquiries that will help in the decision making process that is part of the Careers journey of a senior student. We envisage that students will benefit from a small number of open days, ie two.

A provisional List of Open Days appears on the Guidance Web site. Attendance for Interview or audition etc are also covered by this procedure. Where possible students are encouraged to attend Open Days on Saturdays but it is recognised that this is not always practicable.

An Open Day is viewed as an offsite learning opportunity. Students attending an open day will be credited with such learning and it will be recognised as such. In order to facilitate the maintenance of records students are asked to advise of their intention to attend a specific open two days in advance of the Open Day. A notification of attendance is required and should be submitted to the Guidance Counsellor and it needs to be signed both by the student and should be accompanied by a parental signature. The school attendance record will reflect compliance with the procedure.

Notice of Intention to attend an Open Day

The Open Day will take place in (Where) _____ on (date) _____

I _____, intend attending. This is with the permission of my parent/guardian.

_____ Student Signature Class Group ____

_____ Parental Signature

Date _____

Please Print and return to the Career Guidance Teacher two working days before the date of the Open Day you wish to attend.