



BELFAST EDUCATION AND LIBRARY BOARD

## Belfast Model School For Girls

**Principal: Mr J Graham**  
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Dear Parent/Guardian,

You may recall that I sent you a letter in June outlining some of the CEIAG (Careers Education, Information, Advice and Guidance) activities and events that have been planned this term for your daughter.

These are now underway and most Year 12 classes have had a presentation by the personnel from the Careers Service to outline their role here in school and, as required, after school. Most girls are about to complete an application for Careers Guidance and this is used as the basis for a personal interview with a Careers Adviser. To do this the Career Adviser need pupils' personal information such as address, date of birth etc. If you do not wish them to receive personal details please contact me in writing here at school. You, as a parent, are most welcome to attend this interview and, if you wish to do so, please complete the tear-off slip below and return it to your daughter's form tutor immediately so contact can be made by the Careers Adviser.

With work experience now coming up in October, the Careers Department has also organised a Preparation for Work Experience seminar. This will be taken by personnel from the Belfast Trust during Careers time so your daughter is fully prepared for what should be a rewarding experience that enhances her curriculum vitae and develops her employability skills. Your support in ensuring that this happens would be appreciated.

I am sure I do not need to tell you about the importance of examination achievement in order for your daughter to reach her career goals. The Careers Department actively encourages pupils to work hard in all subjects to ensure examination success. To that end we have organised a pupil Study Skills Presentation for Friday 21 October with the purpose of raising attainment at GCSE. This will focus on the best techniques and strategies to use to prepare for examinations. This Study Skills course has proved very popular with other schools and has received positive feedback from these schools as a way to create motivated and successful learners.

You as parents also have a very important part to play in supporting your daughter to achieve her maximum potential and we intend to organise a presentation to suggest ways in which you can do this. Further details about this parent event will be going out to you shortly.

School is funding the cost of both these events and with your support and encouragement our young people will achieve the examination results they need to move their Career plans forward.

I look forward to working with you over the course of the year and, if you have any questions, please do not hesitate to contact me at school. Please remember that if you wish to be present when your daughter has her personal interview about her future career intentions with the Careers Adviser you must complete the slip below and return it to school immediately.

Yours sincerely,

Linda Wright  
Careers Co-ordinator

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### Career Adviser Interviews

We / I would like to attend my daughter's interview with the Career Adviser.

Pupil's Name \_\_\_\_\_ Form: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

