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7 March 2025

Dear Parents/ Carers and Students,

The College is hosting a Careers Expo on the evening of Monday 31 March 2025 from 6:30 PM to 8:45 PM. This event offers students the chance to explore and compare study and career options presented by representatives from universities, colleges, TAFE, apprenticeship and employment organisations, and various industries.

The evening is organised into two sessions across three locations—the Gym, Hall, and Robson Auditorium:

- Session 1 will commence at 6:30 PM and conclude at 7:30 PM, to be attended by all students in Berg, Coghlan and Crichton.
- Session 2 will commence at 7:45 PM and conclude at 8:45 PM, to be attended by all students in Hanrahan, Hickey and Rice.

The night is compulsory for ALL Year 10, 11 and 12 students, and at least one parent or carer (as a minimum) is required to attend.

Upon arrival, students will need to sign an attendance sheet and must wear their full College uniform. Mobile phones are allowed so students can scan QR codes to subscribe to newsletters or gather course information. Additional details will be provided prior to the event.

If required, parents should ensure students with medical conditions bring their Epi Pen, Ventolin or similar from home and carry it with them on the excursion. If this is not appropriate or if staff need to administer medication during the excursion, please contact the teacher in charge of the management of the excursion to make relevant arrangements.

Please acknowledge consent for your son to attend this event via Parent Lounge, while also verifying his medicals prior to Friday 14 March 2025.

All relevant College rules, procedures and expectations will apply during this in-school activity. In addition, parents will confirm the following requirements with students:

- 1. Ensure the directions of staff are followed at all times.
- 2. Students must be punctual and participate in all planned activities.
- 3. Students who have any concerns for their safety or wellbeing should report their concerns to a supervising teacher immediately.

We appreciate your cooperation in ensuring an informative and successful evening.

Yours faithfully,

Joanne Cupac

Head of Careers Education