

HALF DAY RELEASE COURSE ATTENDANCE

- **Your attendance expected**
- Sessions are held at Sandford Education Centre in Cheltenham
- Minimum attendance needs to be at least 70% of provided sessions. This will include attendances at the practice of your educational supervisor (so let Lindsey know when you have attended)
- You must arrive by 14.00 and you must sign the register
- Sessions start promptly at 14.15 and finish at 17.00
- You must e-mail Lindsey (Lindsey.Buckenham@nhs.net) after each attendance at a session in your practice
- You must e-mail Lindsey if you miss a session, giving the reason eg. sickness, nights, compassionate leave, etc.
- Attendance is monitored and looked at by the ARCP panel
- Bleep and Mobile telephone free
- If there is no session you are expected to be at work either in hospital or in your practice ST2/3 unless you have formally applied for study leave.
- This is part of your paid work and it is not professional to arrive late or leave early
- You should produce a reflective e-portfolio entry after each half day release session that you attend