



Headteacher: Mrs L Ayling BA (Hons) NPQH

January 2018

Dear Parent/Carer

GCSE ICT Workshop – Tuesday 3 April 2018

As you are aware, your daughter is currently studying for a recognised qualification in ICT. This is a GCSE based over two controlled assessments and two exams. We are running an intervention on **Tuesday 3 April 2018** between **10.00am and 15.00pm** for those students who need some extra support in completing the second unit they have done or catching up on their first unit of work. This is an excellent opportunity for your daughter to finish these units' to a higher standard and help to achieve her target grade.

It is extremely important that this unit is completed as a class; we need to start preparing for the exams in May. I hope you will support me in encouraging your daughter to attend this workshop so that she can maximise her opportunity of passing with a good grade.

If your daughter does attend, she will be required to sign in and out at reception on the day. She will also need to bring a packed lunch and drinks, as there will be no catering on site that day.

Finally, if you have any queries or concerns about your daughter's GCSE in ICT, then please do not hesitate to get in touch with Mr Simon or Mrs Brown on 644 8113. Please return the reply slip by **Friday 16 February** at the latest.

Many thanks for your continued support.

Yours faithfully

Mr T Simon
Teacher of ICT

Mrs A Brown
Teacher of ICT

Reply Slip: GCSE ICT Workshop Tuesday 3 April (Please return by Friday 16 February)

Student's name: _____ Form: _____

I give permission for my daughter to take part in the above activity

Parent/Carer: _____ Date: _____

Contact No: _____ Email: _____

By signing this letter, I am confirming that I have parental responsibility for the child named.