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ABN/PSW

21 September 2017

Dear Parent/Carer

**Year 11 ICT Coursework Catch-Up Sessions**

This letter is to inform you that the GCSE ICT Coursework catch-up sessions are continuing throughout this academic year. Your son/daughter may already have been attending, however it is important to make you aware that attendance to these sessions is vital and will allow them to:

- Complete outstanding activities
- Allow them to improve previous activities to gain their target grade
- Boost current grades in any of the completed activities.
- Take advantage of additional support from their class teacher.
- Make use of specific software require to complete coursework tasks.

The sessions will continue to run most Wednesdays from 3.15pm – 4.15pm in 1L25 all the way up to the coursework deadline. No sessions will take place if there are whole school events, such as staff training, however these will be communicated to the students in advance.

If you would like to discuss this matter further, please do not hesitate to contact me.

Yours faithfully,

*A Boothman*

Mr A. Boothman

**Teacher of Computing**

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To Mr A. Boothman

**Student:**

**Tutor Group:**

I acknowledge receipt of the letter and can confirm that my son/daughter will/will not be able to attend the ICT Support Sessions on Wednesdays from 3.15pm – 4.15pm.

Signature: \_\_\_\_\_ Parent/Carer      Date: \_\_\_\_\_



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