

Our Ref: 020 16

11<sup>th</sup> February 2016

Dear Parent/Carer

I have offered your son the opportunity to attend school on Tuesday of half term in order to work on his GCSE IT Coursework. This controlled assessment is a substantial 40-hour project and he has a number of tasks that still need to be completed to the required standard.

All the students in my classes have been advised weekly of the after-school sessions in the department on Mondays and Tuesdays from 3.15pm to 4.15pm, since September, and that we have added Wednesdays this term (there are notices up in all the ICT suites with the sessions on too). I have also been offering my three GCSE classes two lunchtime opportunities each week and some Fridays after school. Parents/Carers who met with me at the December Parental Consultation Evening were given this information too. It is therefore disappointing that some students have not taken sufficient advantage of this in order to complete or improve work.

Your son has been advised to make full use of this dedicated opportunity to complete the work and to continue to take advantage of the extra-curricular opportunities up to mid-March. After this date I will be marking the work and preparing it for the examination board.

The focus of the lessons after half-term will be on theory as the examination, which is 40% of the course, must be prepared for.

I hope your son will take advantage of this opportunity. He should arrive at the front entrance between 9.15am and 9.30am as I have to let them in as the office is not fully staffed in the holidays. I have advised them to pack in as much work as possible. Food and drink are not available so he should bring a snack if he wishes, however the session will finish at 1.30pm in time for him to leave for a late lunch.

I can be contacted on [croberts@stmargaretsacademy.com](mailto:croberts@stmargaretsacademy.com) if you have any questions.

Yours sincerely

**Christine Roberts**  
**ICT Teacher**