

Our Ref: 019 16

10th February 2016

Dear Parent/Carer

I would like to inform you that your son has volunteered to come into school to work on his GCSE ICT coursework.

I have offered this time to your son as I think it will enable him to near enough complete all of his controlled assessment. After half term, the after school sessions will continue on Monday, Tuesday and Wednesday for a few weeks but during the lesson, I will move to look at theory.

I have asked the students to be at school between 9:15 and 9:30. I will wait at the front door at school to let them in, so that office staff are not disturbed. I propose we finish at 2:30.

There will be no food available at school during the day, so please could your son bring the food and drink he requires! I know the boys might want some fresh air and so if they do want to leave school, I will arrange for a 30 minute break (after which I again will have to let them back in through the front door). I will encourage the boys not to go far so that we can pack in as much work as possible.

There may be some elements that remain incomplete afterwards – I will set what I can for homework. My aim is to have all coursework finalised, marked and ready for the exam board by the end of the 4th week back at school. This will allow students to then focus on their revision.

If you have any questions, please do email me – hrobinson@stmargaretsacademy.com.

Best regards

H. Robinson
Teacher of ICT