

Ref: 020/15

11th February 2015

Dear Parent/Carer

As you know your son is presently completing his GCSE Design Technology coursework controlled assessment. This coursework is due in on Friday 13th February. Having examined the coursework, it has become apparent that he will not finish on time. In order to give your son the best possible opportunity to catch up, the Technology Department have decided to open the workshops to students during the holidays on Monday 16th and Tuesday 17th. If your son is to gain the best mark possible I would strongly advise he takes this opportunity. The sessions will take place in the Technology department from 9am till 3.30pm on both days I will be available on both days to supervise the students with both their practical and folder work. Students will not be expected to wear school uniform during these sessions.

Can you please sign and return the attached reply slip stating if your son will or will not be attending these sessions by Thursday 12th February.

Yours sincerely

Mr. I.A.Webster

DT Teacher.

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REPLY SLIP: To: Mr. I.A. Webster

My son _____ **will/will not** be attending the catch up session on **16th + 17th** February from 9am till 3.30pm.

Signed _____