

Our Ref: 145 14

January 2015

Dear Parent/Carer

I am writing to advise that St Margaret's has organised extra tuition in English and/or Maths for students with The Education Centre on Rose Lane, Mossley Hill, for which you will not be charged. The tuition will begin after half term and, in the first instance, will run for 5 sessions for each subject. The sessions will take place either on Saturday mornings or after the normal school day. We would therefore like you to confirm your interest by completing the reply slip at the bottom of this letter. **You** can then telephone The Education Centre (Tel: 0151 724 1177), **not** St Margarets, to book your first tuition session. Please note that places will be available on a first come, first served basis. All sessions will be taught by fully qualified, DBS checked teachers at The Education Centre on Rose Lane, Mossley Hill, L18 5ED (www.private-tuition-liverpool.co.uk). Sessions are scheduled to last 45 minutes.

All students who take up this offer will be provided with a *tuition passport*, which we will fill in to set targets and note areas that we feel they should focus on during the tutoring sessions. Students should take these to each session for the tutor to sign. The completed passport should be returned to school following their 5 sessions.

If you have any further questions, please feel free to contact me at school.

Yours sincerely

Dr D Silverstone

Assistant Principal: Director of Studies

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Please return this slip to the main school office.

Student Name:.....

Form:

I would like my son to attend the one-to-one tuition sessions and have contacted The Education Centre to book the first appointment (0151 724 1177)

I have arranged tuition for: **English** (please tick as appropriate)

Maths

Parent/Carer signature:

Date: