

Contact: Mr Clarke or Mr McHarg

Ref: PKI/ARA

26<sup>th</sup> February 2019

Dear Parents/Guardians

### GCSE ICT Coursework Sessions

In the lead up to the GCSE ICT coursework submission, students will need to attend extra sessions outside of school hours. This is to enable them to have additional time with their subject teachers and is essential to securing their outcomes.

We are offering four sessions in the March holiday and it is recommended that students attend on days their subject teacher is attending. Students should attend at least one of these sessions, however more will be beneficial to them. Please could you indicate which session(s) they will be attending on the reply slip below. These will take place in the ICT department and parents are required to arrange transport to and from Brooke Weston.

If you have any questions regarding these coursework sessions please do not hesitate to contact Mr Clarke or Mr McHarg by phone or email: [dclarke@brookeweston.org](mailto:dclarke@brookeweston.org) or [bmcharg@brookeweston.org](mailto:bmcharg@brookeweston.org).

Yours sincerely

P Kirkbride  
Principal

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### Brooke Weston – Reply Slip ICT Coursework sessions

**Student's Name** ..... **Tutor Group** ..... **Roll No** .....

I/We give permission for my Daughter/Son to attend the coursework sessions indicated below and agree to arrange transport to and from Brooke Weston.

Tuesday 5 <sup>th</sup> March	10:00am – 3:00pm	with Mr Clarke
Wednesday 6 <sup>th</sup> March	10:00am – 3:00pm	with Mr Clarke
Tuesday 12 <sup>th</sup> March	10:00am – 3:00pm	with Mr McHarg & Mr Clarke
Wednesday 13 <sup>th</sup> March	10:00am – 3:00pm	with Mr McHarg

**Emergency Contact Number(s)** .....

**Signed** ..... **Dated** .....