



Headteacher: **Mr J Grant**
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November 2014

Dear Parent/Carer

BTEC Business Studies/ICT parent’s afternoon – Thursday 4th December 2014

You are warmly invited to attend this year's Parents' afternoon with your child on the above date from 3.00pm–4.30pm. This is an important occasion which will allow you to discuss your child's progress within the BTEC Business Studies and BTEC ICT course.

The afternoon will be run on an informal appointment system. After half term your child will make appointments with staff. It would therefore be helpful if you could discuss suitable timings with them before appointments are made.

The student’s will be sitting their first externally assessed BTEC Business online exam on either the 9th or the 12th December. The test lasts for one hour and is worth 50 marks. The dates for the ICT exam will be forwarded on in due course. As a core unit it is vital students are fully prepared for their examinations as failure to pass could impact their success overall on the course.

Throughout the afternoon we will be available if you require a more general discussion about your child’s plans for the next academic year. If your child is looking to continue their BTEC studies at Sackville School next year they should be aiming towards achieving the merit standard in their current course.

We would be grateful if you would complete and return the reply slip below to Mrs Underdown in the Sixth form office indicating if you are able to attend.

We look forward to welcoming you.

Yours sincerely

Mrs J Fleming
Leader of Business, Law and Economics

Mr J Lea
Leader of ICT

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To: Mrs Underdown, Sixth Form Office

Name of student Form

I will/will not (*please delete as appropriate*) be attending the BTEC Parents’ afternoon on Thursday 4th December 2014.

Signed Parent/Carer Date

