



Headteacher: **Mr J Grant**
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April 2017

Dear Parent/Carer

Your child is completing the BTEC First Award in business. In order to finalise the work and to ensure they achieve a grade that reflects their ability I am offering extra time after school every Thursday and Friday after school for 1 hour from 3.00pm-4.00pm. Your child can also use the facilities in school on Tuesdays where I can help make improvements/amendments in order to make the necessary progress.

The extra sessions are available to help your child complete their work by the course deadline which is Friday 12th May 2017.

Please sign and return the form below indicating whether your child will be attending these extra sessions.

Yours sincerely

Mr D May
Teacher of Business Studies

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To: Mr May – business studies

Name of student _____ Form _____

My child will/will not (please delete as appropriate) be attending the extra sessions.

Parent/Carer name (please sign) _____

Parent/Carer name (please print) _____

Date _____

