



Our ref: mhi/wda

9th October 2015

Dear Parent/Carer

Re: Y11 GCSE English Coursework catch-up

Your daughter's English Coursework has been marked and moderated and is currently averaging at a grade C or below. We work with students to ensure that they achieve a minimum of their target grade in their coursework and better where ever possible.

To maximize her opportunity to achieve a good grade the English department is facilitating after school catch up sessions every **Thursday from 3.30pm – 5pm**. Sessions will be led by members of the English team, and will be focused support to ensure that your daughter achieves the very best GCSE English result in Summer 2016.

If you daughter does not attend for any reason I will submit the work I have for her and this may not demonstrate her true abilities.

Please do not hesitate to contact me if you have any questions.

Yours faithfully

Michelle Hinds
Head of English and Communications

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FAO: Michelle Hinds Re: English Coursework catch-up sessions

Student Name: of Form: will be attending after school catch up sessions on Thursdays. I understand that the first session will commence on **Thursday 15th October at 3.30pm and every Thursday until she has completed her coursework.**

I have made suitable travel arrangements for her journey home.

Signed: Parent/Carer Date:



PRINCIPAL: Lucy Monk
REGIONAL DIRECTOR: Mark Phillips