



Our ref: csc/wda

19th April 2016

Dear Parent /Carer

Re: Year 10 BTEC Level 1 / 2 Children's Play Learning & Development

I write to inform you that unfortunately Mrs Nugent is unwell and at present is unable to return to school. I am sure you will join with the Helenswood Academy team in wishing her best wishes and a swift recovery.

Although Mrs Nugent is absent we want to ensure minimal disruption to the delivery and marking of your daughter's option subject.

Mrs Tomlinson has been appointed to continue your daughter's CPLD curriculum and will be a supporting your daughter with examination preparation and coursework, along with the marking of all work. Mrs Tomlinson is an experienced BTEC teacher and will ensure that your daughter continues to progress well within the subject.

Please ensure your daughter is continuing to revise at home for her May CPLD examination. I will be writing to you again next week to give you details of your daughter's Work Experience Placement. In the meantime please do not hesitate to contact me should you have any queries regarding your daughters CPLD qualification.

Yours faithfully

Miss C Scott
Head of Business Studies