



Ref: MHE/cwo

8 June 2016

Year 10 Business Students

Dear Parent/Carer

As you are aware, your son/daughter is studying for a BTEC Business equivalent to 1 GCSE. To support your child and ensure that they meet all of the expected assessment requirements, he/she may be required to attend the Business Coursework Catch up sessions starting next week (w/c 13/06) until their work is of a satisfactory standard. The teaching staff will advise your child should they be required to attend some or all of the sessions.

These sessions will take place Mondays and Thursdays from 3.40pm to 4.40pm starting next week. Regular attendance will enable your son/daughter to receive additional support and improve their overall grade.

Please complete the slip below and return to a member of the Business Team so that attendance at these sessions may be monitored. If you have difficulty in printing the reply slip off, hard copies can be obtained from the Main School Office/Reception.

We would ask you to ensure that suitable transportation is arranged after the session to ensure he/she arrives home safely.

Yours faithfully

Mr M Hellyer
Co-ordinator – Business and Enterprise

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Please return to a member of the Business Team by Friday 10 June 2016

I would like my son/daughter _____ to benefit from additional Business Studies support on:

Mondays from 3.40pm to 4.40pm

Thursdays from 3.40pm to 4.40pm

I have arranged suitable transportation for my child following the sessions.

Signed: _____

Date: _____

