



Tring School

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www.tring.herts.sch.uk Headteacher: Mrs Susanna Collings BSc (Hons), MA, FRSA

8 November 2011

Dear Parent/Carer

As you will be aware, at the end of Year 10, students completed an exam in ICT Functional Skills which is equivalent to half a GCSE. The success for the students taking this exam was mixed and, therefore, we would like to offer any student who was not successful in gaining this qualification an opportunity after school to repeat some lessons and then complete the examination.

I am pleased to be able to offer two different extra-curricular sessions for students who wish to complete this qualification. The course will run for a term. The places will be allocated on a first come, first served basis. The exam is an on-line test and can be completed at frequent intervals throughout the academic year, which will allow students to be entered for the exam at the appropriate time.

The ICT Functional skills sessions are available on a Monday or Tuesday at 3.30pm in B13.

If your child would like to attend either of the extra-curricular sessions, please complete and return the attached slip below to Mrs Pippa Sutton via Reception.

If you have any further questions, please do not hesitate to contact me at sambrose@tring.herts.sch.uk.

Yours sincerely

Mrs Sally Ambrose
Assistant Headteacher



Please return to Mrs P Sutton via School Reception

Student Name: Form:

would like to join the ICT Functional Skills extra-curricular group on a:

Monday

Tuesday

Signed: (Parent/Carer)

Date:

