

Principal: Mr Richard Spencer



30th January 2018

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Dear Parent/Carer

Technology Department: Product Design

I am writing to express my concern about the progress that is being made with your son/daughter’s controlled assessment task. Year 11 is extremely busy for all students and by not keeping up to date with the classwork and homework this will have an effect on their overall grades.

Each student is issued with deadlines for the work that they need to complete. It is extremely important that they keep to these deadlines to reduce stress levels as the final deadline approaches. The making section of their controlled assessment, which includes a working docking station/speaker, is **5th March** and the completed controlled assessment is **19th March**.

We would strongly recommend that your son/daughter attends the coursework clinic. The days and times of these sessions are detailed below:

Monday 3:15-4:15 in T3
Thursday 3:15-4:15 in T4

Please complete and return the reply slip attached as acknowledgement. If you have any questions please do not hesitate to contact myself via email at vcollin@elycollege.co.uk

Yours faithfully

Miss V Collin
Subject Leader – Technology

✂️
Design Technology Coursework Clinic - Miss V Collin

Name of Student:..... Form:.....

Please tick the correct statement:

I acknowledge receipt of the letter and my son/daughter will be/not be attending the Design coursework clinic on Monday between 3:15-4:15

Please indicate the session your son/daughter will be attending:

- Monday 3:15-4:15 in T3
- Thursday 3:15-4:15 in T4

Parent/Carer signature:..... Date:.....

Parent/Carer name:.....

