



14th October 2016

Dear Parent/Carer

ECDL BCS Computer Driving License

You will have received a letter this week regarding the ECDL programme that your child has been invited to complete. This will give the students an additional qualification which is equivalent to a C Grade GCSE. This is a wonderful opportunity for students and the programme has been a great success previously.

The course will begin on Monday 31st October 2016 which is a staff training day. School will be open to the students completing the course. All students attending must wear full school uniform and we will provide breakfast and lunch on this day at no additional charge to students. Students will attend school for normal school hours.

If you can complete the slip below and return to school or alternatively contact the school on 01536 213100 to confirm your child's attendance.

Yours sincerely,

Mrs A Reynolds
Principal

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REPLY SLIP – ECDL BCS Computer Driving License

Student Name..... Form.....

I confirm the above named student will attend the ECDL programme on Monday 31st October 2016

Signed.....Date.....