



Parent / Carer of: «Forename» «Surname» «Reg»
«Apartment» «HouseName»
«HouseNumber» «Street»
«Town» «Postcode»

8th October 2014

Dear Parent/Carer

Incomplete Homework

Your child has not been completing their English homework. This is affecting their progress in this subject and is becoming a serious ongoing issue.

There are homework clubs available every day before school, during lunchtime and after school that your child can attend if they need more support with completing their work, please encourage them to do so.

Consistent failure to complete homework will result in a departmental detention, and may result in your child being asked to attend Homework Club as a compulsory after-school activity.

Please support us by reminding your child to complete all homework to a good standard, in order that they can achieve better results in English.

The homework for Year 9 is set on a Thursday, and is due in on Monday.

Yours sincerely,

Ms Hartley
English Department