



3rd October 2014

Dear Parent/Carer,

English Tuition – Starting Wednesday 8th October 2014 3.30pm – 4.30pm

Your child has been identified as a student who would benefit from additional after-school English tuition. This is because, according to the last formal assessment, they achieved a level significant below their target level.

In order to ensure that your child makes the progress they should make, the school has arranged tuition through a specialist tuition agency called Harrison Allen. Harrison Allen tutors are very experienced and will support your child to reach their full potential in English by the end of this academic year.

The tuition will take place in small groups of no more than five and will commence in school on **Wednesday 8th October 2014** from **3.30pm-4.30pm**. There will be a weekly session until the end of June 2015.

There will be no charge to you for this extra tuition as the school is meeting the full cost. What we do ask for is your full support in ensuring your child attends every session.

Please complete and return the below reply slip to confirm receipt of this letter.

Please do not hesitate to contact me if you have any questions about any of the above.

Yours sincerely,

Mr McEvoy
Assistant Headteacher - *KS3 Student Achievement*

Reply Slip

English Tuition – Every Wednesday from 3.30pm – 4.30pm

(Please return to Mr McEvoy by Tuesday 7th October 2014)

I, the parent/carer of _____ in form _____ confirm that I am in receipt of the letter regarding after school tuition every Wednesday, starting on Wednesday 8th October 2014 from 3.30pm – 4.30pm and am happy for my child to attend.

Name of parent/carer: _____

Signed: _____

Date: _____