



Stoke High School — Ormiston Academy

Principal **Mr Glenn Mellor**

Maidenhall Approach | Ipswich | Suffolk | IP2 8PL

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«Parental_Salutation»

«AddressBlock»

March 2017

Dear «Parental_Salutation»

«Name»

We are writing to inform you that GCSE Graphics coursework is to be completed by the first week back after the Easter holidays. Although time has been offered to students this Spring term, either at lunch or after school, unfortunately some students are still behind. I have arranged for Graphics catch up sessions to be available for three days in the second week of the Easter break: Tuesday 11th April, Wednesday 12th April and Thursday 13th April 2017, from 9am – 3pm.

I do feel that «Forename» would benefit from this time to complete their coursework – which is worth 60% of their final GCSE and we would appreciate your support to encourage your child to attend.

Please could you complete the reply slip below and return to the school office for my attention by Friday 31st March 2017.

Any queries please contact me via the school office.

Yours sincerely

Ms L Gemmell
Graphics Teacher

Please return to main office for the attention of Ms Gemmell

«Name» will/will not * be attending the Graphics catch up sessions on Tuesday 11th April, Wednesday 12th April, Thursday 13th April 2017

Signed: _____ (parent/carer)