

16 February 2011

Dear Parents/Guardians of \_\_\_\_\_

**Re: Coursework Catch-up sessions for English**

I am writing to advise you that the English Department will be running coursework catch-up sessions that are optional but would be beneficial for your son/daughter. We therefore require your permission for your son/daughter to stay after school on the following dates:

- Thursday 3 March 2011
- Thursday 10 March 2011
- Thursday 17 March 2011
- Thursday 24 March 2011
- Thursday 7 April 2011

Please complete and return the reply slip below.

Yours sincerely,

Mrs Sophie Enstone  
English Department

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Please return reply slip to the English Department by **Wednesday 2 March 2011.**

I acknowledge receipt of your letter regarding coursework catch-up sessions for English.

I do/ do not wish for my son/daughter to re-do coursework by staying after school, for the dates mentioned.

*Please delete as appropriate.*

Student: ..... Form: .....

Signed Parent/Guardian: ..... Date: .....