

3 November 2017

Dear Parent/ Guardian

I am writing to inform you that due to unforeseen circumstances, we are unable to provide computing lessons for the remainder for the remainder of this term.

In place of this your daughter will be receiving additional lessons for other subjects. We have listened carefully to parental concerns and put the temporary timetable in place in order to ensure that your daughter has specialist teachers teaching her. A new timetable will be issued on Monday to reflect these changes.

After Christmas, your daughter's timetable will revert to her original timetable including computing. In the first instance your daughter should speak to her tutor if she has any queries.

I thank you in advance for your support in this matter.

Kind regards

A handwritten signature in black ink, appearing to read 'L Evans', with a long, sweeping horizontal line extending to the right.

Miss L Evans
Assistant Principal