



Burnt Mill Academy

Head Teacher: Helena Mills BA Hons, NPQH

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19th November 2013

Dear Parent/Carer,

Following a successful first Parents' Evening, there have been many requests to help Year 7 improve on their handwriting and presentation. Therefore, every Monday from 2nd December there will be a 'Handwriting and Presentation' club starting at 3.00pm to 3.30pm. This club will be a rotational club, every half-term, so as all pupils get the chance to improve and make progress. Please complete the reply slip below indicating whether you would like your son or daughter to take part.

If you have any enquires about this club, please do not hesitate to contact me at school on 01279 300555 or via email at trainork@burntmill.essex.sch.uk

Yours sincerely,

K Trainor

Miss Kayleigh Trainor
Year 7 ADOL

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Reply slip

To: Miss Kayleigh Trainor, Year 7 ADOL

Handwriting and Presentation Club

Student's Name: _____ Tutor Group: _____

*I would/*would not like my son/daughter to take part in the after-school club starting on 2nd December. (****Please delete as appropriate***)

Signed: _____ Date: _____
(Parent/Carer)

