



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: info@ormistonvictoryacademy.co.uk

14th October 2016

Dear Parent/Carer,

Re: Year 11 ECDL Intervention

I am writing to you regarding support that is being offered for the ECDL GCSE equivalent qualification. As you may already be aware, ECDL is an extra qualification which indicates strength in ICT skills that your child will be able to add to their CV once they have completed their studies with us. We therefore want to ensure that students are given the best opportunity to maximise their grade in this area.

Your child has already made a good start to this course and in order to ensure they are able to complete this to a high standard, we are recommending that they attend a support session during half term, on Monday, 24th October. This will take place in the Luke Day block from 9:30am to 3:00pm with students being able to leave earlier if they have completed all components of the course. Lunch will be supplied for students.

Please complete the slip below to confirm your child's attendance.

If you have any queries, please do not hesitate to get in touch with me using m.youngman@ormistonvictoryacademy.co.uk or via telephone on 01603 742310.

Yours sincerely,

Miss M. Youngman
Head of Year 11

Year 11 ECDL Intervention

Please return to the VIP Suite

Student's full name: Form:

Attending the ECDL Day

Any special dietary requirements:

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