



Harlington Upper School

Headteacher
Shawn Fell

Goswell End Road, Harlington, Beds LU5 6NX
Tel: (01525) 755100 Fax: (01525) 755101

25 May 2010

Dear Parent/Carer

RE: BTEC COURSES LEVEL 2 AND 3

As you are aware, study leave for both Years 11 and 13 starts very shortly. However students who are currently in Years 11 and 13 and are on BTEC courses, will be expected to attend all BTEC lessons as their course does not end until the 30 June..

BTEC is a different way of learning and places different demands on our learners. For some of them, working to deadlines is very challenging and unlike GCSE and A2 coursework where the final deadlines mean no more work can be added, BTECs do allow learners a window of time to complete outstanding work or access the next level of certification. Hence it is our intention to continue with lessons until such time as the teacher of the course agrees that all work is completed to the expected standard.

As your son/daughter is involved in these lessons after 7 June they should come into school as normal for their BTEC lessons. Obviously on days when a student also has an exam they should attend this. In addition it may be possible for your son/daughter to come into school to continue to undertake BTEC work even at times when they do not have a scheduled lesson. This addition can be negotiated with their BTEC teacher.

When your son/daughter has completed the work we will issue him/her with a course completion certificate that will be dated so that you will know that he/she does not need to attend further BTEC lessons.

I would like to take this opportunity to thank you for your continued support in helping your child achieve his/her predicted grades.

Please complete the slip below and return it to your child's BTEC teacher. If you would like to discuss this matter, please contact me on the school telephone number or by email nkemp@harlington.org

Yours sincerely,

Mrs N Kemp
BTEC Co-ordinator

RE: BTEC LESSONS

Students Name-----

FORM-----

BTEC subject area-----

I have read your letter regarding BTEC courses and will ensure that my son/daughter attends BTEC lessons until his/her teacher indicates that he/she has completed the course.

Signed-----

Printed Name-----

DATE-----