



Causton Junior School

Executive Head Teacher: Mrs Lizzie Girling

Head of School: Mrs Julia Shaw

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April 2018

Dear Parent/Grandparent/Carer

“STEP AHEAD IN ICT – SUPPORT YOUR CHILD” COURSE – WEDNESDAY 25TH APRIL 2018

During the course you will be able to:

- learn the basics of computers
- find out what the children do on the computer in school and how to support them using Word Processing, Desk Top Publishing, Presentation, Spreadsheet/Data base skills and simple programming
- use the Internet –look at some sites suitable for using with your child
- brush up your own IT skills and possibly gain an IT qualification

A tutor from Realise Futures Family Learning is coming into school this term to run a free 6 week course for parents on Wednesdays from 9 am until noon. The first session will be on Wednesday 25 April; come and see what you think!

If you would like to attend, please complete the slip below and return it to the school office by **23 April**. The tutor is flexible about parents arriving a little late or having to leave sessions early to collect children from playgroups etc; please discuss any problems with her.

If you have any additional support needs that you would like us to be made aware of, please telephone Richard Webber on 01473 275922 or email him on Richard.Webber@realisefutures.org. This information will only be disclosed to the tutor.

I hope you can attend the course and look forward to seeing you there.

Yours sincerely

Mrs Julia Shaw
Head of School

“STEP AHEAD IN ICT – SUPPORT YOUR CHILD” COURSE

I would like to attend the ICT course starting session on Wednesday 25 April.

Name of Parent/Carer:

Name of Child: Class:

**Maidstone Road, Felixstowe, IP11 9EG. Tel: 01394 283374
email: caustonadmin@maidstoneandcauston.org**