

# Kingsfleet Primary School

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Headteacher : Mrs K E Beattie BEd (Hons) NPQH



September 2017

Dear Parent/Grandparent/Carer

## **“STEP AHEAD IN ICT – SUPPORT YOUR CHILDREN” COURSE**

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 Thursdays from 1 pm to 3.15 pm (excluding the Half Term break). The first session will be on Thursday 21<sup>st</sup> September. There is an opportunity to gain an ICT qualification if you wish, which would extend this to 10 weeks.

If you would like to attend, please complete the slip below and return it to the school office by 18<sup>th</sup> September, or just turn up on Thursday 21<sup>st</sup> September. 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](mailto: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 K E Beattie  
Headteacher

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To: School Office

I would like to attend the ICT course starting session on Thursday 21<sup>st</sup> September

Name of child:

Class:

Name of parent/carer:

