

10<sup>th</sup> January 2018

BCO/LMA/BR89

Dear Parent/Carer.

**RE: Product Design Saturday catch-up sessions**

On Saturday 13<sup>th</sup> and Saturday 27<sup>th</sup> January 2018, I will be running catch up sessions for all Product Design students. The sessions will run from 10.00am until 2.00pm and will be held in the Product Design Studio.

I will be supervising the students directly. Students are reminded that they will need to sign in and out upon entering and leaving the building. They will need to bring a packed lunch and refreshments as there will be no restaurant facilities available and once on site, students will not be allowed to leave.

Students will be expected to conduct themselves appropriately and any student not following our expectations will be sent home and a sanction issued.

Please complete the permission slip attached, which your child should bring with them on Saturday. Any student who does not have this slip with them will not be allowed to take part in the session

If you have any questions, please do not hesitate to contact me.

Yours faithfully,



Beverley Cottingham  
Design & Technology  
Brunel College

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**THE LEIGH ACADEMY – Product Design catch up**

Please bring this slip with you when you arrive for the session.

I give permission for my child to attend these sessions (Please tick as appropriate)

- Saturday 13<sup>th</sup> January
- Saturday 27<sup>th</sup> January

I agree to them receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Student Name: \_\_\_\_\_

Signed: \_\_\_\_\_(Parent/Carer)