



CONCORDIA
ACADEMY

Union Road, Romford, RM7 0HG
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Thursday, 28 September 2023

Dear Parents/Carers,

As you are now aware, additional tuition sessions run by Ms Keeley will be taking place every Saturday at Concordia Academy. These sessions will cost **£20** for the **hour** and have a maximum of **4** children in each session. The price has been heavily discounted to allow as many students as possible to attend to prepare them for SAT's.

The sessions will begin on **Saturday 4th November** at the time agreed between yourself and Ms Keeley. It is important to remind your child that whilst these sessions are much more informal compared to a classroom setting, there is still an expectation for them to behave appropriately. They should attend the sessions with a positive and focused attitude. They do not need to wear uniform.

If you agree to a timeslot, it is your responsibility to ensure that your child is at the session on time. Should you be late, the teacher will not be expected to make up the time missed. If you are unable to attend a session, you must communicate this with Ms Keeley by dismissal on Friday. Furthermore, if you wish to terminate the sessions, you must inform Ms Keeley at the earliest possible convenience, to allow other students to fill your space.

If you wish for your child to attend, please speak directly to Ms Keeley, who will organise a time suited best to you. Should you have any questions, please speak to Ms Keeley at dismissal.

Yours sincerely,

Ms Keeley.

