



September 2018

Dear Parent / Guardian,

During this academic year, your son / daughter will be using a range of materials and components as part of their activities in Design and Technology. The course requires them to make a number of products using materials such as wood, metal, plastic, card and electronic components. We therefore ask for a voluntary contribution of £12.00 to help towards the cost of materials with which the students work.

Your contribution represents only part of the cost of materials that will be used this year, but it will enable us to continue to provide additional materials for some exciting projects.

Our preferred method of payment is via the School's online payment system; if you wish to pay by cheque, please send this to school in an envelope addressed to 'Ms Pettifer, Finance Office'. Please ensure that you enclose the reply slip and that the student's name is on the back of any cheque together with 'D&T contribution'. If you are unable to make a contribution at this time, please return the reply slip below.

If you are in receipt of a bursary you are not required to make a payment.

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

Yours sincerely

*Mr M. Smith*

Design and Technology

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Student's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Please find enclosed a contribution of £12

I do not wish to make a contribution at this time

Signed: \_\_\_\_\_

date: \_\_\_\_\_

Parent name: \_\_\_\_\_

