



MELBOURN
VILLAGE COLLEGE
 EVERYBODY IS SOMEBODY

An Academy of



The Moor, Melbourn, Royston, Herts SG8 6EF
 (01763) 223400

office@melbournvc.org
 www.melbournvc.org

Principal. Simon Holmes
 16th October 2018

Dear Parent/Carer

Professional Writer

I am delighted to inform you that we have a professional writer coming into college to do a workshop with the whole of Year 11 on Friday 2nd November at 11.15am.

This will be an invaluable experience for the students to improve their writing skills before their English Language Mock Exam in November, as well as before their GCSEs next summer.

Whilst I endeavour to organise enriching, extra-curricular opportunities for students in English, I am sure you are aware school budgets are constrained. Therefore, I invite you to make a voluntary contribution of £2 to this event. It is not a mandatory payment, but under our budget restrictions, if we do not have voluntary contributions from parents, it restricts the amount of extra-curricular opportunities I am able to provide for the students.

Consequently, your help and support in this matter would be gratefully received and if you do wish to make a voluntary contribution of £2, please pay this via Parentpay, or hand cash into our Finance department referencing 'English Professional Writer'.

I am sure the students will enjoy the workshop and gain some excellent knowledge. It will be a timely and positive workshop, which will enrich their writing skills ahead of their exams, in which a significant proportion of the marks are gained by showing their ability to write successfully and appropriately to their audience.

Yours sincerely,

Miss K King
 Head of English, Media Studies and Drama

Professional Writer – Friday 2nd November 2018

Student's Name: Form:

I attach a voluntary contribution of £2 towards the cost of the English Professional Writer Yes/No

I have made a payment of £2 by Parentpay Yes/No

Signed: Parent/Carer

