



Bassingbourn Village College

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Bassingbourn Village College is a company limited by guarantee registered in

England and Wales with registered no : 7729237

Registered office: South End, Bassingbourn, Royston, Herts, SG8 5NJ

**Mr D Cooper
Principal**

22nd September 2016

Dear Parent/ Carer,

I am writing to inform you of an opportunity that we are offering year 11 students to gain an extra GCSE equivalent qualification: The European Computer Driving License (ECDL). In order to give this opportunity to as many of the year group as possible we have planned several sessions over the course of the year. The session dates can be found on the reverse of this letter. To secure this opportunity please complete the reply slip below, booking a place for your son/daughter. Places are limited to 20 students for each group. So that we can allocate places for the entire year group please indicate if your son/daughter can do multiple dates. We will then contact you to let you know which dates your child needs to attend.

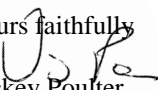
I am sure that your son/daughter will prepare well for their exams, and it would be disappointing if they were not rewarded with the grades required to move on to their next phase of education at the establishment of choice doing the course they wish. Passing the ECDL course would enable them to achieve another GCSE qualification that could be used to help secure their place in year 12, or support them in a chosen career later. The students who took this opportunity last year successfully achieved an extra A*- C qualification, often at a higher grade than their other subjects.

The ECDL is an online course that tests students' abilities in using computing applications. There are 4 units: Power Point, Excel, Word and Improving Productivity (this uses the three applications together to solve problems and complete tasks). Students will be able to revise the content via online tutorials (using their own headphones). As the course builds on the work already covered in KS3 ICT and that has been practised by students through their general curriculum in KS4, it will be possible to sit exams on the same day, after first completing a trial diagnostic exam to highlight the areas that need development. As well as the two day commitment for the assessments students will only need to attend three afterschool workshops as indicated on the year 11 plan prior to the assessment days.

Students will need to bring their own headphones. Their assessment day will start at 9.15 and they will register in Room 45. They will finish at the end of our school day 3.20pm. Students will need to organise their own transport. If transport is an issue, please indicate on the reply slip below. There will be no need to wear school uniform to the assessment days.

I ask that you complete the reply slip to let us know when you wish your child to take part in the ECDL course, and hand to Mrs Jones at reception by Wednesday 5th October. Alternatively your reply could be emailed to Mrs Jones at fjones@bassingbournvc.net. It is imperative that we hear promptly from you as students have to be registered and allocated places prior to commencing the workshops. Students who fail to complete the course after they have been registered may be charged the cost of registration.

If you have any questions about the ECDL course, then please do not hesitate to contact me either via reception or email vpoulter@bassingbournvc.net

Yours faithfully

Vickey Poulter
Vice Principal

Please return to Mrs Jones by Wednesday 5th October.

I wish to book a place for _____ to take part in the ECDL course on. (Please tick boxes to show which assessment days they will be available for)

Group A (November)

Group B (January)

Group C (February)

Group D (March)

Group E (June)

Please tick if applicable: Transport is a problem for us on these days

Signed _____ Date _____

ECDL Session Dates 2016-17

Group A

Activity	Date	Time
Word workshop	Thursday 3 rd November	3:45pm-4:45pm
Excel workshop	Thursday 10 th November	3:45pm-4:45pm
Powerpoint workshop	Thursday 17 th November	3:45pm-4:45pm
Assessment 1: Word and Excel	Saturday 12 th November	9:15am – 3:20pm
Assessment 2: Powerpoint and Improving Productivity	Saturday 19 th November	9:15am – 3:20pm

Group B

Activity	Date	Time
Word workshop	Thursday 5 th January	3:45pm-4:45pm
Excel workshop	Thursday 12 th January	3:45pm-4:45pm
Powerpoint workshop	Thursday 19 th January	3:45pm-4:45pm
Assessment 1: Word and Excel	Saturday 14 th January	9:15am – 3:20pm
Assessment 2: Powerpoint and Improving Productivity	Saturday 21 st January	9:15am – 3:20pm

Group C

Activity	Date	Time
Word workshop	Thursday 26 th January	3:45pm-4:45pm
Excel workshop	Thursday 2 nd February	3:45pm-4:45pm
Powerpoint workshop	Thursday 9 th February	3:45pm-4:45pm
Assessment 1: Word and Excel	Monday 13 th February	9:15am – 3:20pm
Assessment 2: Powerpoint and Improving Productivity	Tuesday 14 th February	9:15am – 3:20pm

Group D

Activity	Date	Time
Word workshop	Thursday 23 rd February	3:45pm-4:45pm
Excel workshop	Thursday 2 nd March	3:45pm-4:45pm
Powerpoint workshop	Thursday 9 th March	3:45pm-4:45pm
Assessment 1: Word and Excel	Saturday 4 th March	9:15am – 3:20pm
Assessment 2: Powerpoint and Improving Productivity	Saturday 18 th March	9:15am – 3:20pm

Group E

Activity	Date	Time
Word, Excel, Powerpoint workshops	Monday 26 th June	9:15am – 3:20pm
Assessment 1: Word and Excel	Tuesday 27 th June	9:15am – 3:20pm
Assessment 2: Powerpoint and Improving Productivity	Wednesday 28 th June	9:15am – 3:20pm