

Dear Parent/Guardian,

This academic year we held an after-school ICT class for junior students after consultation with the Parents Association. It was a great success and received very positive feedback from our students.

We are planning to hold a similar 10 week Information Communication Technology (ICT) class for first year students on Monday evenings (subject to change) after school from 4.00pm-5.00pm. The course will run over 10 weeks and cover Microsoft Word, Microsoft PowerPoint, Internet skills and using e-mail efficiently. There is a limit of 24 students per class. A fee of €50 will be charged for the 10 week programme.

There will be a big demand for this class for the limited places available so if your son is interested in taking part please fill in and sign the attached form and return to the office during the first week back in September. Places will be allocated on a first come first served basis.

General school rules apply to this class & if students do not co operate their place on the course will be allocated to another student.

We look forward to hearing from you.

Yours sincerely

Gemma Moore

Eoin O Sullivan

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I would like my son to take part in the ICT Programme.

Student's name: \_\_\_\_\_

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

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Office Use:

- Fee received

Received by: \_\_\_\_\_ Date: \_\_\_\_\_