

August 2020

Dear Parents/Guardians,

We are pleased to be able to offer ECDL to your son this year in Transition Year (European Computer, Driving Licence). As you are aware having an ECDL certificate will be of great value to your son in some cases in work experience, or summer jobs, at Third level college or in his future career. It is recognised as level 4 Fetac and many courses at 3rd Level now require ECDL Certificates to proceed to second or third year. This course comprises of seven modules, with an exam at the end of each module and the students are awarded the ECDL Certificate on completion of all exams. It is envisaged that this year, five of the modules would be taught during school time and two would be taught on a Wednesday afternoon from 3.30 p.m. - 5.00 p.m.

Students in TY1 & TY2 who wish to do ECDL will start afternoon classes on the first Wednesday of October from 3.30 pm to 5.00 pm up to Christmas break. **This afternoon class is compulsory** as many of the exams may be held during this time. Students in TY3 & TY4 who wish to do ECDL will start after Christmas with afternoon classes once a week, as stated above, up to the summer break. Students will benefit from the automated ECDL course where they will receive their results on completion of the online exam.

The cost for this plus photocopies, skills card, afternoon teaching hours will be **€240** per student. Obviously we can only offer it at this price depending on a minimum number of students. The cost of doing an ECDL Course (night classes) at the moment is approximately €520. We need to know **immediately** if your son wishes to do this course due to time scale and the need to order **all** skills cards for **all** who wish to do the course and would appreciate if you could please sign and return the slip below to Ms O Toole. The slip is to be returned whether student is doing course or not.

A deposit of **€90 must** be paid online. You may pay the cost of ECDL in full or in instalments with final payments due as follows:

Fees	Amount	Date
ECDL Deposit (Optional)	90	11th September 2020
ECDL Instalment (Optional)	75	1st Dec 2020
ECDL Instalment (Optional)	75	1st March 2021

We would appreciate if all costs involved could be paid on time and online through our **easy payment facility** on the school website. Students going on a school tour abroad must have **all** payments made before they go on the tour. **Students will not receive a certificate in the event of non-payment.**

Not every student opts for the full ECDL course. They will cover many of the skills in their ECDL timetabled class. For the Certificate they need the after school classes. It is a lot of money, at this difficult time in Ireland. **Please do not feel under undue pressure to enrol. There are always students who do not opt for this extra.**

Yours sincerely,

Ailish O'Toole

B Kearns

Eoin O'Sullivan

Ailish O'Toole
TY Co-ordinator.

B. Kearns,
Principal.

Eoin O'Sullivan
ECDL Co-ordinator