



Barnhill
COMMUNITY HIGH

Yeading Lane, Hayes, Middlesex UB4 9LE
tel: 020 8839 0600 fax: 020 8839 0661
email: mail@barnhill.hillingdon.sch.uk
website: www.barnhill.hillingdon.sch.uk
Executive Headteacher: Tracey Hemming
Head of School: Mark Mayne

TLM Begins Monday the 18th June

Dear Parent / Carer,

I am delighted to inform you that the school is providing all YR11 students with an exciting opportunity to gain a high-value additional qualification. Once students have completed their formal GCSE exams they are being invited to return to school in order to attain the TLM ICT level 2 course. Many students are already taking this as one of their main courses.

The course is made up of the following units:

Level 2, Unit 1 - Improving Productivity Using IT (4 credits)

Level 2, Unit 4 - IT Security for Users (2 credits)

Level 2, Unit 7 - Word processing (4 credits)

Level 2, Unit 5 - Spreadsheet Software (4 credits)

Level 2, Unit 10 - Presentation software (4 credits)

The course should take on average 10 hours to complete however students can spend as long as they need. It is relatively straight forward to complete and students are given multiple opportunities to pass each unit.

From Monday the 18th student will be allocated a time slot (please see back of the letter) they are no longer expected to wear uniform and lunch will be provided.

Although the course is not compulsory we strongly recommend all students attend and acquire this vital qualification. It will make them **more attractive to future employers** and could increase their success in **post 16 and higher education**. With this in mind your support is crucial and I would appreciate if you could encourage your child to attend.

Miss N Monteiro





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While we have scheduled in the following dates, the course can be completed in a much shorter space of time. Please ensure that your child attends the following dates and times until the course is complete.

Name	
Monday	18 June 2018
Tuesday	19 June 2018
Wednesday	20 June 2018
Thursday	21 June 2018
Friday	22 June 2018
Monday	25 June 2018
Tuesday	26 June 2018
Wednesday	27 June 2018
Thursday	28 June 2018
Friday	29 June 2018

A personalised timetable has been created for each student. Please ask your child to contact the Key Stage office or attendance office if they have lost their copy.

