



23<sup>rd</sup> May 2019

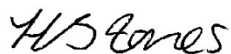
Dear Parent/Carer,

**RE: Year 10 - Speaking Booklet**

I am writing to inform you about a speaking booklet that your son/daughter is currently completing during their Spanish lessons. It is a booklet that they must complete by the end of year 10 which will then be their speaking exam preparation booklet. Unfortunately, your son/daughter only has two lessons per week of Spanish and therefore I would like to provide an opportunity for them to have an additional lesson in order to allow them to complete the booklet. In order for this to happen, I will need to remove them from one of their PE lessons per week. This will only take place during next term, and only when there are no exams taking place.

If you have any questions or concerns about this proposal, please do not hesitate to contact me. I will otherwise assume that you are happy for me to remove your child from one PE lesson per week.

Yours sincerely,



Ms Stevenson  
Learning Leader Languages