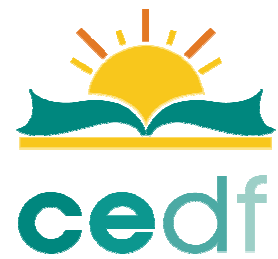


## NOTICE FOR PARENTS 2008 - 2009



community, education & development foundation Ltd.

- Please ensure that your child arrives 10 minutes before the start of the lesson.
- Collection - parents should arrive 5 minutes before the end of the class. Please collect your child from his / her class.
- It is important that children bring all their learning materials with them to Panjabi class. This includes their folder, pens, book and any other materials they may need.



- Tutors will be giving students homework each week. Please support your child with the work and ensure that homework is completed on time as tutors need to assess all children's work. **You MUST sign the homework grid in the back of your child's folder each week.**



- It is **very** important that children attend classes regularly. If your child is absent for one lesson please inform Gurjit Gill (Panjabi Co-ordinator), the contact number is given below. If your child is absent for two weeks running and you have not informed us, then one of our tutors will contact you. If your child is absent without explanation for three weeks in a row then we will be writing to you.
- Please note parents are not permitted to stay with their child in class without Gurjit's prior consent.
- Safety - please make sure that your children do not run across the car park but walk along the pavements in a safe manner.
- Parking is provided at both sites (Hamstead Hall School & CEDF Learning Centre); please do not block other cars in.
- CEDF will be inviting parents to attend parents' meetings. It is important that you attend as you will have the opportunity to discuss your child's progress.
- Please inform CEDF of any changes in your child's details i.e. address and contact numbers or medical / special needs, etc.



If you have any questions please do not hesitate to contact us on:

Gurjit Singh Gill (Panjabi Co-ordinator)

07515 544535