

Dear Parent/ Guardian,

There is a Touch Typing Club for children in years 5 & 6, which is held in St Michael's School computer suite Monday; mornings and after school.



Through personal experience we have discovered that some children struggle when they reach secondary school due to the lack of typing skills. We hope to address this in a fun way with an introduction to touch typing which will include finger placement, row technique, speed and accuracy.

The above sessions are run by Mrs Adjei and Ms Dreger. There will be ten sessions in the Spring term commencing Monday 26th of April 2010. This is a commitment of one term at a cost of £20 (am) / £15 (pm) which is non-refundable due to administration costs.

The am children will start their morning with breakfast at **7:45 promptly in the science room** which will include: croissants or toast, cereal and milk, juice, and water. After which they will come to the **computer suite from 8:05 – 8:35 am**. The pm children will come to the **computer suite from 3:45 – 4:15 pm**.

Spaces are limited to 15 children per term/ per session. First come, first serve. Existing club members can re-enrol if they wish to.

Please hand your completed slips with **correct payment to Mrs Adjei** [Klee class Year 1] as soon as possible. Please mark envelope 'Touch Typing Club'.

T. Adjei.

I would like my daughter/son [CAPITAL LETTERS PLEASE]:

(Name) _____ of
Magrite 5R / Picasso 5W, Warhol 6MP/ Hockney 6SP (class).

To attend the Touch Typing club commencing on **Monday 26th of April 2010** and enclose the sum of £20 am / £15 pm for one term . (Cheques made payable to St Michaels School).

Signed: _____ (parent/guardian)

Print: _____

Date: _____

(Delete as appropriate)

For official use only:

Number: _____

Date received: _____

Payment: Cash / Cheque. Initial: _____