Monday 3 March

Dear Parents of Years 9 and 10 students

**Essay and Extended Response Skills Workshop**

Your daughter is at a vital stage of her schooling. Her attitude towards her work, her level of personal organisation and her approach to study are all important factors in optimising her performance during the HSC assessment period and at the actual HSC examination.

A large component of her schooling, both during assessments and in exams, involves writing essays. Accordingly, an Essay and Extended Response Skills Workshop is being offered to the girls at the College. This workshop has been designed specifically for Years 9 and 10 students in order to raise their levels of competency in writing, and confidence in their approach to essay writing for assessment tasks and during exams. It is a practical workshop in which students apply their new skills.

The workshop will be conducted by ICS Learning Group, who has had considerable success in delivering this program to other schools over many years and have completed workshops here since 2011 with positive feedback from those who participated. The girls will work in small groups (twelve or less) with experienced, qualified teachers. The six hour workshop will be conducted over one day during Term break on Wednesday 23 April commencing at 8.45am and concluding at 3.15pm. The workshop will take place at the College in the IRC and F207 – 209 classrooms. Please note the Canteen will not be open on this date so girls will need to bring their recess and lunch.

The total cost of the workshop is $100.00 (incl. GST) per student. However, the College believes that it is so important to expose the girls to the elements of this program, that it will fund part of the cost. The net cost to parents will therefore be $70.00 (incl. GST). **This $70.00 cost is to be paid directly to ICS Learning Group, and the attached form is for this purpose.**

Should you wish your daughter to attend, please complete the form and mail it to ICS Learning Group by **Monday 8 April**. Alternatively, you may wish to enrol your daughter with ICS Learning Group by telephoning (02) 4023 8961 and making a credit card payment.

Yours sincerely

Mrs Sharon McGowan
MYBennies Innovation Leader
IRC Coordinator

Mrs Gabrielle Keats
Studies Coordinator

Mount St Benedict College
To: ICS LEARNING GROUP

I wish to enrol my daughter in the ESSAY AND EXTENDED RESPONSE SKILLS WORKSHOP to be conducted at Mount St Benedict College. The fee payable to ICS Learning Group is $70.00 (incl. GST).

Daughter’s Name: ___________________________________________________________

Telephone No. ___________________________

Payment of $70.00 is by Cheque / Money order / Credit Card

If payment is by cheque please make payable to ICS Learning Group
If payment is by credit card please fill in the credit card transaction form below)

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<th>Credit Card Transaction Form</th>
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<td><strong>Student Name:</strong></td>
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<td><strong>Credit Card Detail</strong></td>
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<td><strong>Type of Card:</strong> VISA / MasterCard</td>
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<td><strong>Name on Card:</strong> Please print Name clearly</td>
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This Credit Card Transaction Form must be signed and dated by the credit card holder.

Payment Details:

By Post: ICS Learning Group
20 Buttermere Drive
Lakelands 2282

By Telephone: 02 4023 8961

By Fax: 02 4954 7404

Please complete this form and mail/telephone/fax to ICS Learning Group no later than Monday 7 April.