

Dear Parent / Guardian:

As I am sure you are aware, we are very close now to the GCSE examinations. In English, a student's coursework folder counts for 40% of their final grade. It is therefore of massive importance that a student gives themselves the best possible chance of gaining a good pass in their examination, by ensuring their coursework folder (4 pieces) is complete.

Students have been made aware of the deadlines for completing this coursework for some time now. However, as it stands is currently missing at least one piece of their coursework. For every piece of coursework that is missing, students will lose half the marks from every other piece of coursework they have completed. Even if a student has written a paragraph, it is better than having nothing at all and we are keen to minimise the penalties that a student will face for having an impoverished folder.

Students have been given every opportunity to complete this coursework both in class and out of school and we are now approaching the very final date that this can be accepted. I would therefore ask that you could reiterate the importance of coursework to and ask them to come and see me or their English teacher as a matter of urgency to try and rectify the problem before it is too late. Failure to have a complete coursework folder may result in non-entry to the English examination.

The final date for the coursework to be handed in is Monday 30<sup>th</sup> April. I will be offering an after school session on Friday at 3:15pm onwards in A20 for students to be given assistance if they require it.

I thank you for your co-operation in this matter.

Yours sincerely

Lead Teacher of Communications