



23rd of September 2015

Dear Parent/Carer,

On Friday 25th September, your son/daughter will be in school working on their iGCSE English coursework. This day is compulsory and all students must attend. The aim of the day is to ensure that your child's coursework portfolio is of the highest standard before submission. Coursework makes up 40% of the total GCSE mark and therefore its successful completion is vital in helping to secure the highest possible grade for your child.

The arrangements for the day are as follows. Students should arrive at school by **9.15am**. They should go immediately to the playground where they will be lined up and registered as usual. From **9.30am** they will be placed in the groups outlined below

Ms Dennehy's group go to J113

Mr Truelove's group go to F114

Mr Evans's group go to F101

Mr Varley's group go to T118

Ms Gallagher's group go to F019

Mr Mr Evoy's group go to J212

Ms Hartley's group go to J211

Ms Nicholls group go to J213

Ms Sobieszek's group go to J214

There will be a break at 11.30am where a fish and chip lunch will be provided with the cost covered by the school. The day will end by 2.00pm. Students must be in full school uniform. Any non attendance will be considered as truancy and followed up according to school procedure. This day is designed to provide Year 11 with an opportunity to make real progress toward GCSE success in 2016. Please help us ensure that they make the most of the help provided to them.

Yours sincerely,

Mr Alex O'Donaghue
Assistant Headteacher KS4