

5th March 2009

Dear Parent/Guardian

With only seven school weeks remaining before the start of the GCSE examinations, it is vital for your son/daughter to focus on completion of their coursework. Incomplete coursework may lead to a “U” Grade being awarded.

Below is a timetable of when staff will be available to assist students in completing coursework after school.

<i>Monday</i>	:	<i>English, Art and Business Studies</i>
<i>Tuesday</i>	:	<i>Mathematics, Art, Business and ICT</i>
<i>Wednesday</i>	:	<i>French, German, Geography and Religious Studies</i>
<i>Thursday</i>	:	<i>Business, ICT and Technology</i>
<i>Friday</i>	:	<i>Art and PE</i>

Students should aim to complete all coursework by Easter. Failure to do this will hinder their revision programme for the examinations which will start on **Monday 11th May**.

Yours sincerely

Mr A Clarke
Deputy Headteacher