9th January 2018

Dear Parent/Carer,

As I am sure you are aware, your daughter has recently submitted the coursework element of her GCSE art and design course and is now working on her examination unit. With the examination dates approaching, it is vital that your daughter has completed all of the necessary preparation work and developed her ideas to a point where she is confident with what she needs to produce within the 10 hour exam which will take place during the week beginning 30th April. The final deadline for all GCSE artwork to be completed is Thursday 17th May, after which date students will no longer be able to add to either their examination unit or their coursework project. To support her, teaching staff are running intensive preparation sessions to enable students to use the art facilities for the day and develop their ideas. The sessions will also be a chance for your daughter to revisit aspects of her coursework and complete these. Students will need to bring their own packed lunch as the canteen will be closed.

The next intensive session will be run on:

Please sign the slip below indicating that you are happy for your daughter to attend school on this day and return it to her class teacher so that registers can be drawn up prior to the day.

Yours sincerely

K. Tooley Lead Professional in Art

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**Intensive A Level preparation sessions**

I confirm that my daughter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Review Group \_\_\_\_\_

will be attending school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to make progress with her art and design examination preparation work and complete any outstanding coursework.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_