

NOS/LBA

May 2008

Dear Parent/Carer,

Re: GCSE Art and Design Coursework

As part of the Exam Board regulations we are required to keep all coursework and exam work at school for a period of time in case of re-collection or reassessment by the Exam Board.

The date for collection of your Art coursework will be between Monday 3rd November and Friday 14th November 2008 (2 weeks after the October half term).

As you can appreciate we have limited storage and are unable to store work beyond this date. **Any coursework/exam work not collected by Friday 14th November 2008 will unfortunately be disposed of.**

Please inform the office when you plan to arrive so that we can get your work ready. Please collect work during the following times **NOT** during teaching hours. Either before school (8.15am - 8.45am), lunchtime or after school. **Please report to reception on arrival.**

I also enclose with this letter an invitation to this year's GCSE Art & Photography Showcase. The Arts Faculty look forward to seeing you there.

Yours sincerely,

Miss N. Osborn
Head of Art