

16 September 2015

Dear Parent/Carer

BTEC QUALIFICATIONS

I am writing with reference to the BTEC qualification that your son/daughter is studying and the changes to exam board guidelines regarding the deadlines for submission of student coursework assignments.

The exam board has stated that these changes are being made in order to bring the submission of coursework assignments in line with exam rules. They will require your son/daughter to submit their coursework assignments on the due date specified by their subject teacher, regardless of whether they are absent from school.

If your son/daughter is absent from school, then they should either email the work to their subject teacher, or arrange for it to be handed in at the Academy's main reception by a representative. If your son/daughter is too ill to complete the work then a doctor's letter will be required.

If your son/daughter fails to meet the deadlines set by their subject teacher, then the exam board states that the opportunity to resubmit coursework assignments, if criteria/learning aims are not met, is withdrawn.

I am sure you appreciate the importance of these regulations and I thank you in advance for your assistance and support in this matter. Should you have any questions regarding this then please do not hesitate to contact me or your son/daughter's subject teacher.

Yours faithfully

N. Jarman.

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