



7th November 2023

Dear Parent/Carer

I am writing to you about your child's media coursework. Whilst they have worked hard on their coursework, I still do not feel that it is completely up to the standard that they're capable of achieving, and want them to get the best possible marks to stand them in good stead when they sit their final media exams in May.

The final deadline for the coursework is **Thursday 21st December**. I will be marking the work over Christmas and students will have no opportunity to improve their work following this date. The mark that they receive will be final, subject to moderation by the exam board. There will be no more lesson time allocated to the coursework and therefore students are expected to complete this work in their own time.

I appreciate that there are lots of demands on students' time in year 11 and that it can be difficult to prioritise a piece of work without an imminent deadline. I would, therefore, like to offer them an opportunity to complete this coursework over 5 after school sessions on a Tuesday evening, starting on **Tuesday 21st November**.

I can't **make** them attend these sessions, but I can **strongly recommend** that they attend. I will be there to support them and guide them with their work.

Please complete this [google form](#) and return to me no later than Friday 17th November.

Many thanks in anticipation of your support.

Yours faithfully

Mrs Lizzi Fox  
Lead Practitioner, Personal Development  
Teacher of English and Media Studies  
[efox@stk.aretelr.org](mailto:efox@stk.aretelr.org)

