

Sent To: Yr 11 Geography (personalised)

October 2008

Dear Parent/Guardian

GCSE Geography Coursework

As you will know, during the past weeks NAME has been working on her GCSE Geography coursework file related to fieldwork in Grasmere. The completed file can contribute to up to 25% of her final examination mark and so has taken up substantial time and effort on NAME's part, both in lessons and during private study time, and may continue to do so in the coming weeks.

In order that the girls may concentrate fully on their general syllabus work and question technique and staff may give the time to marking which files merit, we have specified a final submission date of:

Friday, 21st November 2008, during the morning break in G2.

We would ask, therefore, that you support us in ensuring that NAME complies with this deadline since it is essential that, for the sake of fairness, all files are submitted at the same time.

If NAME is absent for any reason on that date then her file should be sent into school.

We thank you for your support in this matter and request return of the reply slip below indicating that you are aware of the specified deadline for submission of GCSE Geography coursework.

Yours sincerely

M Hart

M Peppin

C Mason

Geography Department

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Reply slip

Please return to your Geography teacher by Wednesday, 15th October.

Daughter's Name Form

I/We acknowledge receipt of the letter concerning NAME's Geography coursework and are aware of the specified deadline for its submission.

Signature of Parent/Guardian

Date