

LANCASTER ROYAL GRAMMAR SCHOOL

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Mr R M Lemon

25th January 2018

Dear Parent/Guardian

I write to you to ask for your support with the upcoming GCSE D&T coursework deadline. The department will be moderating all GCSE coursework prior to mark submission to the exam board. This is a long and intense process which allows us to be confident in the mark awarded to your son. To provide sufficient time for this process we have set our deadline as the **9th March**. On this date we will expect a digital submission of the coursework portfolio and the physical submission of the manufactured product. Your support in helping your child to meet this deadline will be greatly appreciated. Staff within the department are giving up lunch breaks and time after school to allow those students who need extra support or time to get this when required. I would also appreciate it if you could encourage your son to take up this offer in the coming weeks.

As your son is currently working on their GCSE coursework final outcome. It is the vision of the department that all pupils develop their creative skills and have the opportunity to produce innovative products.

In order to smooth the progress of this phase of the project it is the intention of the department to purchase materials and components required by your son on their behalf.

I'm sure that you can appreciate that purchasing materials and components for over 60 projects can be extremely expensive, we would be grateful if you could contribute towards these costs. Each pupil's work will differ in price depending on selected materials and product type, a sum of £20 would be appreciated with any balance on completion.

We would appreciate it if you could make payments directly to Lancaster Royal Grammar School via the WISEPAY system. Once logged into the system you will need to click on the General Products button to find the technology area. If you prefer to pay by cheque or cash please ensure these are clearly labelled with your son's name and form then taken either to your son's teacher or directly to the department office in the Technology block.

Thank you for your support in this matter and I hope that you will look forward to your son bringing his final product home once marked and complete.

Yours faithfully,

Mr. R M Lemon

Head of Design & Technology
Lancaster Royal Grammar School