



November 2023

Dear Parent/Carer

As we all know, coursework is a key component of many GCSE subjects and as such coursework deadlines are a crucial part of the academic year. It is important to ensure that your child is on track to meet all of their deadlines. As such, I would like to take this opportunity to remind you of the importance of coursework deadlines and the potential consequences of not meeting them.

All schools have an Awarding Body (Examination Board) deadline by which coursework must be submitted by the school. Prior to this deadline schools are required to comply with a number of procedures in order to adhere to the requirements of the Awarding Body. Samples of such procedures are as follows:

- Mark each candidate's coursework according to the awarding body guidelines.
- Carry out internal standardisation.
- Complete internal paperwork.
- Complete a significant amount of documentation required by the Awarding Body.
- Build in sufficient time for pre submission appeals or inquiries.

To adhere to the above procedures a final coursework deadline for pupils must be set by the school **well in advance** of the Awarding Body deadline (**which is a deadline for the school alone**) and it is this deadline that pupils must work towards.

In addition, each subject area will have a number of internal deadlines for draft submissions along the way prior to the school's **final deadline**. This allows both teachers and pupils to maintain a regular pace in terms of coursework tasks so that pupils can progress smoothly through their work. Such internal deadlines enable teachers to oversee each draft of the coursework in a timely manner and ensures that pupils have enough time to review and make any necessary revisions to their work.

It is important to build a culture in our young people where they understand the importance of deadlines and your support is invaluable in helping your child stay on top of their coursework deadlines. To help you support your child please take the time to view and read the support document for parents and the final deadline schedule which accompanies this letter. It is important to make a note of the **final submission deadline** for each subject.

Thank you for your continued partnership and support throughout this academic year. Together, we can ensure that your child completes their coursework to the best of their abilities and achieves the desired educational outcomes. If you have any questions, please do not hesitate to contact us.

Yours faithfully

Mrs Elizabeth Murray
Vice Principal Curriculum

Final Internal Deadlines for Coursework			
Subject	Year 12	Year 13	Year 14
Music	March 15	March 15	March 15
Professional Business Studies	December 15	March 20	March 20
Technology	April 8	April 10	April 11
Sports Science	N/A	April 15	April 15
Software Systems and Development		February 29	February 29
English	N/A	N/A	April 14
Art	Unit 1 Part A: December 6 Unit 1 Part B: February 7 Externally Set Assignment: April 11	Unit 1: May 1 Unit 2: May 3	Unit 1: May 1 Unit 2: May 7
Food and Nutrition	January 10		February 23
Health and Social Care	N/A	Unit 1: December 14 Unit 2: March 8	Unit 4 and 5: February 23