

«Home_salutation»

«Address»

4th April 2017

JMO/JHW/V96

Dear «Home_salutation»

As we are fast approaching the halfway point of «Forename»'s A level studies in English Literature I thought I would take the opportunity to remind students and parents/carers of the current expectations and to introduce some new routines and procedures that will be implemented after the Easter break. It is important that your son/daughter fully understands that their studies are a serious part of the process in achieving their goals and ambitions for the future; with this in mind I have outlined below the English Department's non-negotiable expectations for the remainder of the course.

It is expected that every student has every text needed for them to complete their studies: they should have copies of the following:

- The Help by Katherine Stockett
- A Streetcar Named Desire by Tennessee Williams
- Othello by William Shakespeare
- The Great Gatsby by F Scott Fitzgerald
- Skirrid Hill by Owen Shears

If there are any problems or issues obtaining these books, please contact me directly to discuss the matter further.

In addition to these texts, it is expected that every student will equip themselves with an A4 Lever Arch style folder and a set of at least ten divider cards as well as a range of pens, pencils and highlighters. Books and equipment must be brought to every lesson.

In order to support our students to make progress and adhere to deadlines we have decided to implement the following procedures with effect from Tuesday 18th April 2017.

- If a student misses a deadline or fails to hand in homework/coursework more than twice they will be placed on an English report.
- If the situation does not improve we will arrange a meeting with parents/carers to discuss our concerns.

We all want our Post 16 students to reach their full potential. Thank you for your support in our drive to help them achieve this. Should you wish to discuss any of the matters in this letter please do not hesitate to contact me directly.

Yours sincerely

Julie Moss

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«Forename» «Surname» Year «Year» «Code»