

13th June 2017

CBR/JHW/V120

Dear Parent/Carer

As you are aware the Art GCSE and Art A Level exams have been completed and the coursework deadline submission has now been met.

In regards to your son/daughter's artwork and sketchbooks, these have to remain within The Leigh Academy until October 2017. However, once this time has passed students are urged to collect any work and sketchbooks from the Art department.

Please make sure before the student's collect work, they have contacted their current/former Art teacher first via their school email address to arrange art work collection.

We cannot find student's work without being contacted by email in advance.

Any students continuing Further Education into Post 16 are required to collect their GCSE work at this time too by following the same procedure above.

Unfortunately, we cannot facilitate storage for Past students' work, so this is why we notify students prior to leaving us of the collection period from October. If students leave it until January 2018 onwards there is a likelihood that their work has been recycled, so please be prompt in the collection of any past work.

A handwritten signature in black ink, appearing to read 'Christine Britton', written in a cursive style.

Yours sincerely  
Christine Britton  
Art Teacher