

«Home\_salutation»

«Address»

22<sup>nd</sup> November 2017

JMO/JHW/V39

Dear «Home\_salutation»

This is an important year for our Year 13 students as they will be taking their final exams in just 6 months' time. With this in mind, I would like to take the opportunity to enlist your support to ensure that our young people achieve their full potential and go on to achieve their ambitions for post-18 studies or work.

English Literature is a demanding course and as such we have high expectations of our students; this includes being well-equipped, organized and meeting deadlines for homework and coursework. It is with disappointment that I find myself having to speak to our students about these issues particularly as we are currently completing PPEs as well as the coursework.

At this stage of their studies the students must make sure that they are doing the following:

- attending every lesson where possible and if they cannot then they must catch up on missed work
- handing in homework on time
- handing in first drafts of coursework (the department deadline for this was Monday 6<sup>th</sup> November for JMS and Friday 17<sup>th</sup> November for TPH)
- handing in final coursework for which the whole department deadline is Wednesday 20<sup>th</sup> December
- bringing the correct copies of texts for each lesson
- being equipped with pens etc.

To help our young people improve their skills we currently offer an essay writing masterclass every Tuesday after school in C2.04 and will also be offering enrichment opportunities at a later date, please encourage your child to attend.

If you wish to discuss anything in more detail, please do not hesitate to contact me on [Julie.moss@leighacademy.org.uk](mailto:Julie.moss@leighacademy.org.uk)

Yours sincerely



Ms Julie Moss  
Coordinator of Learning for English (KS5)

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