



Hinchbrooke School

Inspiring excellence Fulfilling potential
A DfE Academy with a Specialism in Sport

23rd June 2014

Dear Student

GCSE/AS/A2 Collection of Coursework

I am writing to inform you of the arrangements for collecting your art course work following the 2014 summer examinations.

Please note that we are required, by the exam boards, to keep all items of art coursework until 20th October 2014 and you will not be able to collect any work before this time.

Therefore we have arranged the following period and times when you will be able to come into the school art department to collect your work.

Between Monday 20th October 2014 and Friday 12th December 2014 the art department will be open between 3.30 and 4.30pm for you to collect your coursework.

Please do not come into school before these dates or during the school day as art staff may be teaching and will not be able to access the items easily. If your parent/carer or a nominated person comes into school to collect your work then they must have a note signed by you. Without this we will be unable to release your work.

If you are unable to come into school on these dates then please email Mrs Lombard – Head of Art aml@hinchbk.cambs.sch.uk to make an appointment. This will only be possible in exceptional circumstances, so please do your best to attend the sessions outlined above.

Important

Please note that as storage is limited in school, any art work not collected on these dates will be disposed of to make room for the next year's work.

We also plan to exhibit some art at this summers "Picnic at the House" on Tuesday July 15th 2014
Tickets will be sold for this event on the door on the night.

I wish you much success in sixth form, university, college or work and for those of you leaving it would be great if you could keep in touch with school and let us know how your future develops. We are planning to launch a new alumni database this year so please look out for more information about this.

Yours faithfully,

Mrs Lombard
Head of Art