



10 November 2020

Dear Parents/Carers

Design Technology Work

We are now able to release your son's GCSE practical and folder work for Design Technology. We appreciate that not all work was finished, but there are some great pieces of work that can now be collected. Please contact the Academy office on 01732 500600 and leave a message for Mrs Bellord saying when you will be collecting the work.

Please give at least 24 hours' notice as we will not be able to accommodate you if you show up at Reception to collect your work without previously getting in touch. Please also avoid peak times (before 9.15 and between 14.45 – 15.15). We will arrange for your son's work to be located in Reception at the pre-arranged time and a member of staff will leave this outside the main entrance upon your arrival.

Please note that if we have **not heard from you by 1 December 2020**, we will assume you do not want any of the work and we will arrange for it to be recycled.

Yours sincerely

Kat Higgins
Curriculum Leader: Design & Technology