



Nms / Cc
19th November 2019

Dear Parent / Carer

Re: GCSE Art work collection

I am writing to inform you that your son/daughter's GCSE Art work is available to collect from *Room 27 between the hours of 3.30 p.m. – 4. 30 p.m. on Thursdays*, up to and including **Thursday 12th December 2019**. **Work must be collected by this date**, *otherwise it will have to be disposed of due to storage requirements.*

It is recommended that you bring a means to carry and store the work as the folders which it is currently stored in are required by the faculty for future students.

If you **DO NOT** wish to collect your work, please contact the academy at your earliest convenience so we are aware not to expect you.

If you have any queries regarding this matter, please contact Miss Moles-Smith.

Yours sincerely

Miss N Moles-Smith

Miss N Moles-Smith
Art Teacher