

Penistone Grammar School

Principal: Mr P Crook (B.Ed Hons)

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**Achieving Excellence through a Values
Driven Education**

Reference: DCU/SBO

Date: 28 April 2025

Dear Parent/Carer of [StudentFullName]

iMedia coursework

I must inform you that [StudentForename] has now missed the final deadline for their iMedia coursework and currently has pieces of work remaining incomplete or missing from their file.

The coursework due will account for 35 % of [StudentForename]'s overall grade and if not completed will have a direct impact on their GCSE outcome.

To support [StudentForename] in ensuring these tasks are completed [StudentForename] will be expected to attend Tuesday and Thursday after school as an after school detention to complete their work, subject teachers will be on hand to support.

If they require any further time after this point this will be organised on a 1:1 basis. I would really appreciate your support in ensuring that [StudentForename] can attend to catch this work up and achieve the grade we believe they are 100% capable of achieving.

Any work remaining incomplete or not submitted by 9th May will not count towards their qualification (unless in exceptional circumstances of which have been discussed and agreed) as we must ensure marks are submitted to the exam board on time.

Yours sincerely

Miss Diane Cusworth – Curriculum Area Leader of Computing