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September 2024

Dear Parent/Carer & Student

I would like to introduce myself as the new Head of Geography at Arden Academy, as Mr Goodman takes on new ventures setting up A-Level Sociology.

As part of my role, I am overseeing the collection of the Non-Exam Assessment (NEA) within the geography department. To bring the Geography Department in line with other subjects, I am going to introduce a fixed deadline for the NEA.

This will begin with a completion deadline for the coursework of **Monday 9th of December 2024**. The coursework will need to be brought to **N25** at the beginning of lunchtime. At this point the NEA should have all sections completed, aside of final tweaks and edits. Where students have not met this expectation, I will send out further communication regarding providing a space to complete the NEA in N25 outside of school hours. There will be a requirement to attend these sessions.

After this completion deadline, there will be a final hand in on **Thursday 19th of December 2024** at the beginning of lunchtime in **N25**. After this point, no changes can be made to the NEA. Where there is a planned absence from school, it will be up to the student to make arrangements to hand their work to me before the final hand-in deadline.

This requirement will create deadline discipline which is a vital tool both for students wishing to go to university, entering apprenticeships or the world of work.

Kind Regards,

Beth Vincent
Head of Geography

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