



21st May 2024

Dear parents/families,

Re: NEA marking

I hope this letter finds you well. We are writing to inform you about an important update regarding your child's NEA (Non-Examination Assessment) marks.

Prior to 20th May 2024, the NEA marks for your child were released. According to our school's policy, students have the right to appeal their marks if they believe there has been an error or if they have concerns about the assessment process.

If your child wishes to appeal their NEA marks, they must do so within five days of the release date, which means the final date for submitting an appeal is 25th May 2024. To ensure a fair and timely review, we ask that appeals are submitted as soon as possible within this period.

The appeal process involves the following steps:

1. **Written Appeal Submission:** The student must submit a written appeal outlining the reasons for the appeal on our appeals form. This can be obtained from Mr Bonnesen and can be submitted via email or in person at the school's reception.
2. **Review Meeting:** Once the appeal is received, a review meeting will be scheduled, during which the relevant teachers and department heads will re-examine the assessment and discuss the concerns raised.
3. **Outcome Notification:** After the review, the outcome of the appeal will be communicated to you and your child within seven days.

Please encourage your child to speak with their teacher or the Head of Department if they have any questions or need guidance regarding the appeal process. We are committed to ensuring transparency and fairness in our assessment procedures and aim to address any concerns promptly.

We understand that assessments are a significant part of your child's academic journey, and we appreciate your support in maintaining the integrity of our evaluation process. If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Yours faithfully,

Mr Bonnesen
Assistant Headteacher

