



16 October 2018

Dear Parents and Carers

Re: CiDA Coursework Deadlines 2018

Your son or daughter is currently completing their coursework within IT for the Certificate in Digital Application qualification. The coursework element equates to 75% of their final grade and so it is vital that they complete the task fully.

Each student has been set a deadline of October half term, Friday 19 October, to have the following completed to ensure they are on track with finalising all aspects prior to the end deadline: -

1. Fully detailed proposal for their Action Brochure
2. Created a Welcome Screen for their website
3. Designed their Navigation Screen – with full annotations, justifying decisions
4. Created a fully working Navigation Screen
5. Completed a Storyboard for activities movie
6. Filmed original clips for the movie
7. Created the Movie
8. Embedded in website on the appropriate page

To date they have had approximately 30 lessons to complete these tasks, and your son or daughter has yet to achieve this, which is disappointing and not acceptable. We have had after school support sessions running for all of this half term, and I have not seen them attend sufficient sessions to support them in completing.

With coursework completion deadline of February half term 2019, time is rapidly running out for them. As such I would like to request that your son or daughter **attends an after school session either on Wednesday or Thursday 3.15pm - 4.15pm** to enable them to get back on track.

Completing this coursework to a good standard will be highly beneficial as it will relieve the pressure that comes with all exams later in the year, by having a good mark already “banked” with the coursework grade.

I would very much encourage your support in getting them to one of these sessions each week to ensure they have a positive result in this qualification.

If you have any questions, please feel free to contact me at the school via my email rneville@st-martins.essex.sch.uk

Yours sincerely

Mr Neville
Deputy Head of Faculty – ICT