



Dear Parent/Carer,

## Re: NEA Progress and After-School Catch-Up

I am writing to emphasise the importance of pupils keeping up to date with their Non-Exam Assessment (NEA) project in Design & Technology.

The NEA represents 50% of pupils' final qualification and requires them to complete a substantial research, design and make project between now until around February half term. It is therefore extremely important that pupils keep pace with the deadlines set throughout the project. Falling behind at an early stage can make it increasingly difficult to catch up later, particularly as pupils move towards the practical manufacture of their final product.

To support pupils with this, I will be offering a regular **NEA catch-up session every Tuesday and Thursday after school, from 3:20pm until 4:30pm.**

These sessions are available for pupils who need additional time to complete work, access the department's facilities or receive further support with their project. If a pupil falls behind with their NEA, I would strongly encourage them to attend these sessions until they are back on track. In some circumstances, I may specifically ask a pupil to attend where I feel that additional time is necessary.

Pupils should not view the Tuesday or Thursday sessions as a replacement for making good use of their timetabled lessons. Rather, it provides an additional opportunity to address any gaps and ensure that their project continues to progress at the expected rate.

I would be grateful for your support in encouraging your child to keep up to date with their NEA deadlines and, where necessary, to make use of the after school catch up sessions.

Thank you for your continued support.

Best wishes,

**Mr Iveson**

**Subject Leader of Design & Technology**  
**Waddesdon Church of England School**