



Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E-mails: office@downlands.w-sussex.sch.uk
head@downlands.w-sussex.sch.uk

Headteacher: Mr M Wignall

September 2018

Dear Parent/ Carer

GCSE ART PORTFOLIOS

I am writing to you with regard to your son/daughter's GCSE Art coursework and exam from the last academic year. The work is will be available from Tuesday 11 September to be picked up from the Art department during any Tuesday, Wednesday or Thursday from 3.05pm until 4pm. The work will not be available on the Certificate Evening in November.

Please ensure the work is picked up by 19 October 2018. After this date work will have to be recycled to make room for current work. If you wish to pick the work at another time please email jmoss@downlands.org to see if it is possible.

Yours faithfully

A handwritten signature in black ink that reads 'J Moss'.

Ms J Moss

Head of Creative Arts

