

Dear Parent/Carer,

15<sup>th</sup> April 2026

**Business: Y10 Coursework Drop Down**

I am writing to inform you of a dedicated drop-down session for the BTEC Enterprise cohort to support them in completing their coursework to the required standard. As you know, the coursework component is a substantial part of the qualification and directly impacts students' overall achievement and progression.

Students would benefit from focused, uninterrupted time to finalise their assignments, receive targeted feedback, and ensure all criteria are fully met. A drop-down session would allow us to provide structured support, address any remaining gaps, and help students produce work that accurately reflects their ability. The session will be:

- **Thursday 16<sup>th</sup> April 2026 Time: 8:50 am – 3pm**
- **Friday 17<sup>th</sup> April 2026 Time: 8:50 am – 3pm**

The sessions will replace their normal lesson on the above mentioned dates.

This piece of work will count for 30% of their final grade so it is essential that your son/daughter attends this session, so they can improve their work.

If you have any questions, please email me at [mtechiemensah@stmarks.anthemtrust.uk](mailto:mtechiemensah@stmarks.anthemtrust.uk)

Yours faithfully,

Mr Techie-Mensah

**Teacher of Business and Progress Leader**