



The Hills Sports High School

56 Best Road, Seven Hills, 2147 – PO Box 657, Seven Hills 1730

Telephone 9622-7300 Fax 9831-6190

Principal: Joseph K. Allan

5/9/2008

Sample Letter 'N' Award Warning

Student: xxxxxxxx **Year:** 10
Faculty: English **Course:** English
Task No.: 1
Teacher: Mr Smith
1st warning for task. 1st warning for Course.

Dear Parent/Caregiver

I am writing to advise you that your daughter xxxxxxxx in Year 12 is in danger of not meeting the course completion criteria for the Higher School Certificate in English.

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the 1st official warning we have issued concerning xxxxx for English.

A minimum of two course-specific warnings must be issued prior to a final 'N' determination being made for a course.

Course Completion Criteria

The satisfactory completion of a course requires principal's to have sufficient evidence that the student has:

- (a) **followed** the course developed or endorsed by the Board; and
- (b) **applied** herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) **achieved** some or all of the course outcomes.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an 'N' (non-completion of course) determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement. In Year 10, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

To date, xxxxxxxx has not satisfactorily met Course Completion Criteria ticked in the previous list:

The following table lists those tasks, requirements or outcomes not yet completed or achieved, and /or for which a genuine attempt has not been made. In order for xxxxxxxx to satisfy the Course Completion Criteria, the following listed tasks, requirements, or outcomes need to be satisfactorily completed:

| Task Name/Course Requirement/Course Outcome | Date Task /Course Requirements Initially Due (if applicable) | Action Required by Student | Date to be completed by (if applicable) |
|---|--|----------------------------|---|
| Assessment Task | 26/8/2008 | Complete task | 12/9/2008 |

Please discuss this letter with Yasemin and contact the school if further information or clarification is needed.

Yours Sincerely

Mr Smith

Please detach the following section and return to the Head Teacher TAS to complete our records.



I have received the letter dated 5/9/2008 indicating that xxxxxxxxx in Year 10 is in danger of not having satisfactorily completed English.

I am aware that this course may not appear on her School Certificate Record of Achievement.

I am also aware that the 'N' determination may mean that xxxxxxxx is ineligible for the award of the School Certificate.

Parent/Caregiver's signature

Date: _____

Student's Signature: _____

Date: _____