



St Benedict's

Catholic High School, Alcester

4th April 2017

Dear Parent/ Guardian

Re: GCSE Business - Controlled Assessment

I am writing to inform you that your son/ daughter will be starting an independent research project as part of their GCSE Business course, week commencing 24th April 2017. This project is worth **25% of their final GCSE grade** and is therefore of great importance. The project may run until the end of the Summer Term. Café Venue Xpresso in Alcester has kindly agreed for the students to base their research project on their business and the owner will come into school to be interviewed.

The project is split into the 'research phase' and the 'controlled phase'. During the 'research phase' the students are allowed to seek teacher guidance and ask for support. During this time they will also be completing primary research in the form of interviews and questionnaires. However, in the controlled phase students are not allowed any support at all. It is therefore crucial they use their time wisely and work to their best ability throughout the entire project.

All students will be given guidance in the classroom as to what they need to compete each week. During this time, we would appreciate your support to ensure that your son/ daughter is keeping up to date with their research. If students do not keep up with this work, it will directly affect their final grade. Therefore if they miss any time during this period they must be pro-active in catching up.

It could also be beneficial to arrange for your son/ daughter to visit the café during their project so they can take 'observational' notes which can form part of their research project.

If you have any questions please do not hesitate to contact me at buckley.m@st-benedicts.org or if there is an issue with your son/ daughters progress, please be assured I will contact you.

Kind regards,

Miss M Buckley
Acting Head of Business



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