Dear Parent/ Guardian,

Your child is part of the Year 10 cohort of the Hospitality & Catering pupils who are continuing to increase their focus on Non-Examined Assessment (NEA) preparatory work in their lessons from February-July 2024.

I am writing to clarify the process the pupils are undertaking **prior** to **September-November’s** 2024 **final** **NEA** (internal component) typed & cooking assessment. Please note, that specific dates are to be allocated and all information will be shared via Satchel One and paper copies given to the pupils. Crucially, this aspect of the course **cannot** be resat.

The exam paper (external component) is worth **40%** of the overall grading and this exam paper will be sat in **January 2025**. The final date is to be confirmed.

The NEA contributes to **60%** of the pupils’ qualification. The structure of the assessment is based upon a detailed question provided to the pupils known as the “brief” or “scenario”. The pupils must analyse the brief against set criteria within a 9-hour time frame under strict exam conditions using computer software to present their evidence of a chosen menu with justification. The pupils cook their choice of dishes in a three-hour time frame. The menu must contain two dishes (sides & accompaniments optional if they need to upskill).

During the nine-hour element, pupils must work **independently** using their gained knowledge for the first two hours. They are only allowed a specific knowledge source e.g. generic resources, no modelled answers/resources, in line with the WJEC/JCQ requirements for the last 7 hours. Teacher guidance is **not** permitted **at all** once the final brief/scenario has been given to the pupils, in September 2024.

To ensure pupils have a comprehensive start to the NEA preparatory tasks, lesson time has been planned all year and has intensified this half term onwards, to enable pupils to gather information for each of the criteria.

I am aware of the KS4 workload and balancing all subject demands. If a pupil requires more support, we offer time before and after school, a pupil just needs to book in. This has been offered since the start of their course. All of the relevant documents, year 10/11 could need, are all available on the pupil shared area, via, SPS net, Food, KS4 folder. We have also previously sent out a link in Satchel One to the recommended revision book and are delighted with how many pupils have taken the opportunity to purchase this.

Pupils are now going to be showcasing their ability to apply their knowledge with confidence for the rest of year 10. The work is based upon the pupil’s personal choices of menu dishes and providing detailed reasoning to secure the best grading outcome.

Any financial concerns for the final NEA in September, please do not hesitate to contact myself, Mrs M. Cooper, or Mrs K. Dines, Head Teacher, in the strictest of confidence.

Please note I have also attached a template given by the exam board that the pupils will be using for extra clarity. Thank you for your ongoing support in your child’s studies.

Best Wishes

Mrs M Cooper and Mr E O’Brien.