



26 March 2020

Rachel Hutchinson
Principal

Dear Parent/Carer and Student

Re: Art, Photography and Textiles Preparatory Work Submissions

We very much appreciate your forbearance at this challenging time. Please be assured that we are doing our very best to adapt and overcome as things change in order that our students achieve the best possible grade. We would like to see preparatory work in the hope of finding additional evidence to improve the grade we submit; given the circumstances students will not be penalised for unfinished work.

As we have been unable to collect students' physical work due to travel and social distancing measures brought in on Monday night, we have established a way that students can submit work digitally.

Some students will already be aware of the 'foldr' access to College files online. We have set up folders for students to photograph sketchbook pages to submit. Please follow the following instructions:

- Students will need to take good quality/well lit photographs of their sketchbook pages, a double page at a time (A Level students to include sheets/mounts). Photographs should be taken in chronological order. Please check written work is clear and legible.
- Go to <https://foldr.ivybridge.devon.sch.uk> and log in as usual.
- For A level - find the class folder in:
 - Classwork>2014-13>Art>Yr 13 A Level (Art/Photography/Textiles) Exam submissions 2020
- For GCSE - find the class folders in:
 - Classwork>2015>Art> (Group Code-Teacher Acronym) Art/Photography exam submissions 2020
- Create a file under your name e.g. Stephen Cathcart, in the appropriate folder.
- Upload your photographs and save into your named file.

Your class teacher/s will then have access to the work. Should there be any queries they will contact you directly. You do not need to do anything more. Of course work submitted must be the student's own unaided work and we advise you to keep the work safe should we need to verify this or provide evidence in the future.

Please complete your online submission by 3.15pm on Monday, 30 March. Should you have any difficulties please contact your teacher directly however unfortunately, given the circumstances, we currently have no other contingency plan for the collection of work, so if for any reason this is not possible, teachers may have to base marks on work already submitted and their knowledge of ongoing preparatory work prior to College closure. Please be reassured that staff will do everything they can to ensure students are awarded grades they deserve.

We hope that you are all managing to stay safe and well at this difficult time.

Yours faithfully

Sara Elston

Head of Creative Arts

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