

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Interim Headteacher: Mrs R V Worth



24th January 2025

Dear Parent/Carer,

I am writing to you as your son has recently begun the Non Exam Assessment Task 2 (Food Preparation). This is worth 50% of their final GCSE Food Preparation and Nutrition grade.

We do feel that it is important to inform parents of the requirements of the Non Exam Assessments (NEAs) as they are very different from almost all other subjects. While your son will be informed of the requirements of the NEA during their lessons, we are aware that this information does not always get shared at home. Unlike previous controlled assessment tasks, the NEAs have been designed to measure subject-specific knowledge and skills that cannot be tested by written papers. The assessments have a specific time allowance in which they must be completed, which has been approved by the awarding exam body (AQA). It is therefore essential that students follow these time allowances and meet the required deadlines. For this reason, we have the department policy of setting lunchtime 'detentions' if any work is left incomplete by the deadline. This is not set as a punishment, but as an opportunity for students to catch up on the NEA at school with support from their teacher.

Supervision and verification of work

Students will need to complete their Non Exam Assessment Task 2 within 20 hours during lesson time, including a 3 hour assessed practical **12-15th March 2025**. Students must ensure that the work they produce is written in their own words and has not been copied straight from the resource or from another student's work. Students must not take their complete folder of work home as it must stay on the school site in a secured area.

Students may be set homework tasks to support their learning and enable them to stay within the allocated time. This could be a simple research task to then extract the relevant information from, or to gather sensory results from their Practical work. Students must not complete individual write ups which will then be submitted in their final folder during a homework task, as this cannot be verified by their teacher.

Use of resources

Students must carry out research into the ingredients being investigated in this task. Students are allowed to use a variety of resources including textbooks, journals, TV and the internet. Research should be carried out at home and written up during the allocated 20 hours. Resources must be referenced in their folder of work in order to be verified by their teacher. To avoid malpractice, students must not submit work that is not their own or share their work with other students.

Advice and feedback

Students will receive generic verbal feedback and advice from their teacher, however specific feedback for the task or a piece of work cannot be given. It is important that students listen to the general feedback and refer to the supporting documents in order to improve their folder of work before submission.



Deadlines

Below is a breakdown of how the 20 hours are allocated for the task, including the final deadline for the folder of work to be submitted. This breakdown has made allowances for suitable preparation time for each section and accounts for any error in equipment (e.g slow starting computers). If completing work is challenging for students or if they would benefit from using some of our materials or expertise, we offer an after school food session in the food classrooms on a Thursday from 3.30pm – 5pm.

Dates	Project	Max. marks available
w/c Monday 6 th January	Intro to NEA Task 2	NA
w/c Monday 6 th January	Section A: Researching the task	6
w/c Monday 13 th January	Section B: Demonstrating practical skills- this is 4 opportunities to cook a dish they are thinking of cooking for the final exam and to demonstrate as many as possible of the 12 skills they are required to cover for the GCSE.	18
w/c Monday 10 th February	Section C: Planning for the final menu	8
w/c Monday 10 th March	Section D: Making the dishes <i>Students will be allocated a day off timetable during this week to complete their 3 hour assessment including preparation time and evaluating skills.</i>	30
w/c Monday 10 th March	Section E: Analyse and evaluate	10

The completed folder of work should be handed in no later than **Friday 28th March**.

Thank you in advance for your support.

Yours sincerely

Mrs Elaine Tyler
Lead Teacher in Food Preparation and Nutrition