

8th July 2021

Dear Y11 Student / Parent / Carer,

I am writing to confirm the arrangement for the collection of your exam results on Thursday 12th August. On the day, school will open at 9.30am and close at 12.00. You are asked to head for the main hall where tables will be set up near the stage, so that students can queue at a safe distance from each other. On the day, you are also asked to sign for your envelope (please bring your own pen if you would prefer) and leave school quickly, so as to not gather in large groups, in the hall or in the school's vicinity.

Please note that only students should enter the school site, not parents, unless you are collecting results on a student's behalf.

If you are collecting results on a student's behalf, please note that the student needs to give you permission using the form attached (this can also be found on the school website, in the TAGs folder) and that the nominated person will be asked to show photographic I.D. to match the name on the permission slip, which they should bring with them on the day. You can ask any member of your family or a friend to collect your envelope so long as you have given them permission.

If you would prefer for your results to be posted to you, you should send / hand in an A4 stamped and self-addressed envelope to the school office, for the attention of Mrs Thorne, by Monday 19th July at the latest.

Finally, if once you have opened your envelope, you would like to come back in the Hall to discuss your next steps (i.e. your results change what is on offer for you post-16), Ms Norris (Careers Advisor) will be there to support you. On the day, there will be no other staff available beyond members of the Senior Leadership Team and our Exams Officer. As I mentioned in my previous letter, if you believe that an error has been made then you will need to use the Appeals process and form, which I have emailed to you and which you can also find on the website. Appeals will be responded to, early September.

We look forward to seeing you on August 12th. Until then, take care and have a great summer.

Yours sincerely



Mrs C Walker
Vice Principal

Enc – permission to collect certificates

Candidate permission form

Certificate collection

Candidate name:

I give permission for my representative:

to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details are correct.

Candidate signature:

Date: