



Dear Students and Parents/Carers

Examination Results

I am writing to you regarding details of how to collect your examination results this summer.

A Level and AS Level Results:

A Level and AS Level results will be available for collection on Thursday 17th August 2017. Please come to Place House to collect your results. Year 13 students should plan to collect their results between 9.00am and 12.00pm please. We ask that year 12 students collecting AS results come in between 12.00pm and 3.00pm please. This allows us to focus on year 13 students whose results are impacting on their University and job offers in the morning. Students whose University offers depend on results should bring their UCAS reference number and contact details for their Universities with them so that they can promptly take action with regard to results and offers.

GCSE Results:

Staff will be available to distribute results between 9am – 2pm on Thursday 24th August 2017. Please keep to these times and go to Sixth Form Centre, Place House where you will receive your results.

We expect that there will be many students on site on this day, so please be patient as staff will be doing all they can to support everyone.

You will also be able to take this opportunity to enrol for the sixth form and Atrium and staff will be there to help you with this process.

If you are unable to be present to collect exam results on Thursday 24th August, please send a stamped addressed envelope (A4 or A5 in size) to the Exams Office, in order for us to post your results home. You will also be able to collect your results in September from school. Please note that parents/carers are unable to collect results independently without their child present unless you provide a signed letter from your child requesting that their named parent/carer can collect results on their behalf. We cannot email or phone results home.

Issue of all Exam Certificates:

During August students collect 'statement of results'. The official exam certificates are issued by exam boards in the later part of the autumn term and notification will be given via the college website when they are available for collection.

Very best wishes for an enjoyable and relaxing summer holiday.

Yours faithfully,

Kirsty Matthews
Deputy Principal: Director of Sixth Form