



19 June 2023

Dear student and parents, guardians, carers

## Re: A-Level Results Day & Certificate Collection

This year A-Level results day falls on **Thursday 17 August 2023**.

We are looking forward to welcoming **Year 13** students to the **M&M Hall** on **Thursday 17 August 2023** between **8.30am – 10.00am** to collect their results envelope. Any uncollected results at 11.00am will be mailed to the home address using first class post.

If results cannot be collected in person on the day, we must have written confirmation of the named person who will **collect the envelope on your behalf**. Please state the **forename and surname** of the person collecting your envelope and their **relation to you** (use 'friend' if no relation). All written requests must be provided to the examination office via: [exams@poolehigh.poole.sch.uk](mailto:exams@poolehigh.poole.sch.uk) by **Friday 14 July 2023**.

Official certificates from the examination boards are expected to arrive in school during November 2023. These are **separate from the results slips received on the August results day**, as they act as the official evidence of attainment which employers/academic providers expect to see as evidence of result.

Certificates which arrive in November are free, however should these be subsequently lost, exam boards are able to re-issue an official transcript statement (not a certificate) at a cost of approximately **£43** per exam board (currently) - so keeping the original certificate safe is highly recommended. We hold certificates at the school for 12 months, and after that time exam boards must be contacted directly.

Students leaving us to onward destinations are able to receive their certificates in one of two ways:

- a) Collection of the certificate(s) from PHS reception between **Monday 27 November – Friday 15 December 2023**.
- b) **Posted** to the **final home address we hold on record on the school systems** by recorded delivery. We are only able to undertake this option if the postage fee has been paid in advance (**£3** charge to be paid via the Wisepay system via the school website by **Friday 14 July 2023**. If you have lost your login details or have any queries/problems, please email [wisepay@poolehigh.poole.sch.uk](mailto:wisepay@poolehigh.poole.sch.uk)).

We are excited to share the experience with all Year 13 students in August, and we wish all our former students every success in their future endeavours.

Yours sincerely

**Mr K Lean**  
Assistant Headteacher