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Dear Families,

I am writing to inform you about the arrangements for the collection of A-Level examination results.

Students may collect their results on Thursday 13 August from the Sixth Form Centre between 8:00am and 10:00am.

After 10:00am, any results that have not been collected will be available from Main Reception.

Members of staff will be available throughout the morning to offer support and guidance regarding UCAS applications, university places, Clearing, apprenticeships, and other post-18 progression opportunities, should students require assistance in planning their next steps.

If your son/daughter is unable to attend Results Day, please ensure they provide Mrs Scott [exams and data manager] with a short-handwritten note in advance, outlining how they would like their results to be managed. The note can be handed to reception, during the school holidays reception will be open 8:00am to 2:00pm Monday-Friday.

The note should specify one of the following:

- Email – please include the student's email address
- Post – please include the full postal address
- Nominate another person to collect the results – please provide the individual's full name. The nominated person must bring photographic identification when collecting the results.

Please note that, without written authorisation, we are unable to release results to anyone other than the student. In such cases, results will be retained at Main Reception until they can be collected.

Results cannot be given out over the telephone under any circumstances.

We wish all our Year 13 students the very best of luck with their results and look forward to celebrating their achievements with them.

Best Wishes,

Miss H Tenny

Assistant Headteacher

