



Willow Bank School, Winwick Road, Newton le Willows, Merseyside, WA12 8DE

Headteacher: Ms Anne Kyle

23rd May 2024

Dear and Parent/Carer

Subject: Year 10 Results Day Summer 2024 Thursday 22nd August – 9:30am to 11:00am

I am writing to inform you of the process for collecting your / your child’s exam results and Record of Achievement.

Results for GCSE and summer exams can be collected from school on results day – **Thursday 22nd August - any time from 9:30am until 11:00am**. Results will be collected from the front office and someone from the senior leadership team will be available to speak with pupils.

If you cannot collect your results on this day, they will be made available to you in school at the start of the September 2024 term.

Exam results are classed as confidential information and can only be collected by the pupil. If you wish for your results to be collected by a representative, the Candidate Permission Form below must be filled out and shown at the time of collection along with photographic ID. Please contact me at school if you have any questions.

Yours sincerely

Nicola Laughton

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Assistant Head – Quality of Education

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Candidate Permission Form

I give my permission for my representative

Representative Name:

to collect results of my behalf. I confirm that my representative will provide photographic ID on collection.

Candidate Name:

Candidate Signature:

Date:

