



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

Headteacher: Mrs Nicola Laughton

4th June 2025

Dear ..... and Parent/Carer

**Subject: Year 11 Results Day Summer 2025 Thursday 24<sup>th</sup> 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 24<sup>th</sup> 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. These results will be needed to sign up for your chosen college/apprenticeship course and help/guidance will be available from Careers Connect during the college process of securing your place.

If you cannot collect your results on this day, they will be made available to you in school at the start of the September 2025 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.

We hope you will be pleased with the results you receive, and that you enjoy the summer break.

Yours sincerely

*Nicola Laughton*

N Laughton  
Headteacher

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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:** .....

Tel: 01744 678745

Email: [willowbank@sthelens.org.uk](mailto:willowbank@sthelens.org.uk)

Website: [www.willowbank.st-helens.sch.uk](http://www.willowbank.st-helens.sch.uk)

