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15 July 2022

Dear Parent/Carer

Please find below details regarding the collection of external qualifications results obtained in the Summer 2022 term.

**Thursday 18<sup>th</sup> August 10am to 12pm in the Common Room**

A & AS Level  
BTEC Level 3

**Thursday 25<sup>th</sup> August 10am to 12pm in the Hall**

GCSE including 6<sup>th</sup> form English and Maths resits  
Vocational Levels 1 and 2  
City & Guilds Construction and Engineering

Any students in Years 10 and 12 expecting unit grades, please arrive between 11am and 12pm on the relevant date above.

Senior staff, subject teachers and examination staff will be available in school to offer guidance and answer any queries.

If students are unable to come into school on the day of their results but still wish to receive their grades on the Thursday, they have two options:

- Students can bring a **stamped**, addressed envelope into school as soon as possible and we can then post their results home. The envelope will need to be addressed to the student (not a parent) and be handed into school at least a week before results are due out.
- Alternatively, the student can write a letter giving another named person permission to collect their results on their behalf (this includes parents/carers). The letter would need to be signed by the student and the named person will need to bring photo ID and a copy of the letter with them, in order for the results to be released. **Examination results are legal documents and cannot be handed out without the evidence of express permission of the student concerned.**

After students have received their results, their certificates will be produced by the examination boards. These will not be posted home, but will be available to collect from the School from end November.

If you have any further questions, please do not hesitate to contact me.

*We wish your son the very best of luck!*

Yours sincerely

Data & Exams Team



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