

26 May 2021

Dear Parents/Carers

I hope this letter finds you well.

I am writing to inform you of our arrangements for the collection of Year 11 and Year 10 students' results which will be released this year on Thursday 12 August.

In order to reduce the number of people on site at any one time, we would ask that students pick up results in the following time slots, dependent upon the students' last name if they are in Year 11.

The slots are as follows:-

Year 11

Last Name initials

Time

A – E	9.00 am	–	9.30 am
F – J	9.30 am	–	10.00 am
K – P	10.00 am	–	10.30 am
Q – W	10.30 am	–	11.00 am

Year 10 – All

11.30 am – 12.00 noon

Staff will also be available from 12.30pm – 2.00 pm for everyone unable to attend their slots above.

Collection of results by someone other than the student

If a student is unable to collect their results in person and wishes a named person to collect them on this day in their place, they must write a signed letter confirming this with the name of the person collecting on their behalf clearly stated. This letter must be brought into school before results day.

In order to comply with GDPR this named person must bring a form of identification with them on results day, unless it is another student already known to us.

Collection of Certificates

Results certificates will be available to pick up from reception in November 2021.

Yours faithfully



Angela Hull
Principal