

June 2017,

Dear Parent/Carer,

RE: Results Day.

I am writing to inform you that this year result day is as follows:-

- Thursday 24th August 2017– GCSE, BTEC, IGCSE, APPLIED

Students or their nominated person can come into school for collection of their results between 10am and 12.00pm. Distribution of **all** results is from the **6<sup>th</sup> form centre**.

Parents are more than welcome to attend with their child and a breakfast buffet and refreshments will be provided for students/parents. We also have a photo booth (no charge) for the students to capture the day with fellow students, parents or teachers who will be here to celebrate the student's success.

If your child cannot attend in person they can, send a Stamped Self Addressed Envelope A5 size with a least two 1<sup>st</sup> class stamps on for their results to be sent to them, nominate another **ADULT** person to collect their results (the nominated person must provide proof of identification), or results can be emailed if you provide a valid email address, if you require a hard copy as well as an email you will have to provide a Stamped Self Address Envelope.

Please complete the attached slip and return it to school marked for the attention of Miss C Hayes, Exams Manager, before the 17th July 2017.

Yours sincerely

Carol Hayes  
Examination Manager

Name .....

Form Class .....

I wish to collect my results in person

I wish to have my results sent to me  (do not forget your S.S.A.E)

I wish to nominate a person to collect my results

Name of nominated person .....

I wish to have my results emailed (email address)  .....

I wish to have my results emailed and hard copy posted (S.S.A.E needed)