



Our Ref: IN.Wlk.Year 11.Examination Results Collection.HFD

6 June 2017

Mr C King, MSc PGCE NPQH

Executive Principal & National Leader of Education
CEO Severn Academies Educational Trust



Dear Parents/Carers of Year 11 Students

Collection of Examination Results

The examination results will be available for collection on **Thursday 24 August 2017** from our brand new VIth Form, please enter school via the Main Entrance where you will be directed.

We hope that your son/daughter will come in personally to collect their examination results as we cannot give them to anyone else on their behalf. If you know you will be on holiday at this time, then you must hand into the Examinations Office (next to Room 9) by Friday 7 July 2017 the following items:

- ❖ A letter signed by a parent/carer to explain why your son/daughter will not be collecting their results in person;
- ❖ A stamped addressed A4 size envelope (£2.08 First Class or £1.86 Second Class).

We have allocated the following times for your son/daughter to collect their examination results to ensure that each student is given individual support where required:

Time	Tutor Group
10:00 am	11EG 11JP 11RH 11SP
10:30 am	11JL 11PD 11TC
11:00 am	11Bd 11Cy 11DR 11EK 11JB

I understand that the waiting around can be anxious and frustrating; however, it helps us to give each student professional, high quality advice. This will be an opportunity to confirm or reconsider their Post-16 pathway and the choices they have made.

Admission to the VIth Form is dependent upon our entry requirements and specific grades in some subjects. VIth Form staff will be available to provide guidance on results day and support will also be available from our Careers Advisor on the day.

The results will be published in the local press once all students have been notified. **If you do not wish for your son/daughter’s results to be published, please write to Mrs J Walker, Examinations Manager before Friday 7 July 2017.**

Please be advised the date for enrolment into The Stourport VIth Form College will be on Wednesday 6 September 2017 at 8:50am.

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Arrangements for the Receipt of Certificates:

Certificates will be available from Main Reception after Monday 4 December 2017. Students must telephone and order their certificates before calling to collect as they are not stored in the Main Reception and the Examinations Manager may not be available to find them.

Please telephone the Main Reception on 01299 872950 and request certificates or email Mrs Walker (jwalker@shs.worcs.sch.uk) and certificates will be prepared for collection. **Please note that certificates will not be handed to a third party unless written authorisation has been received from the student giving the school permission to release them.**

I would like to take this opportunity to wish your son/daughter all the very best for their examinations and to thank you for your continued support. If you have any further questions regarding the examinations, please do not hesitate to contact the school.

Yours faithfully



Mr I Nock
Vice Principal - Outcomes & Teaching