

25 May 2011

Dear Parent / Carer

GCSE Results Day – Thursday 25 August 10.00am – 1.00pm

I am writing to confirm arrangements for the collection of GCSE results which are published on Thursday 25 August 2011. You should arrive at the Academy from 10.00am making your way to the Bistro where you will be greeted by Academy staff.

You will be given your results in a sealed envelope and any certificates that we have received for BTEC or OCT Nationals. Please note that your results will not be released to anyone other than you unless you provide written authorisation for someone else to collect them. If your results are not collected on the 25 August 2011 then we will post them directly to you by second class mail. (If you have recently changed address please make sure we are aware of your new address). However, we strongly advise that you collect your results in person as there will be a variety of staff on hand to provide information, advice and guidance relating to your next steps.

Please bring along on the 25 August 2011 any unwanted, clean Academy uniform you have. We would be very grateful to have this back.

The certificates for your GCSE's and late ones for BTEC should arrive by early November 2011. I will write to you again to notify you about how to collect these but would like to stress at this point that these documents are **very important** as you will be asked in the future to show them as evidence of your qualifications. College or employers will at first accept your results by letter but the only valid evidence of your achievements will be your certificates. Please look out for my letter in the autumn and make sure you collect your certificates and store them safely as replacements cost round £35 each.

Have an enjoyable summer and I look forward to seeing you on Thursday 25 August 2011.

Yours sincerely

Ms R Ungpakorn
Examinations Officer