

Dear Year 11, Parents and Carers,

## **GCSE Results Day - 20th August**

On August 20th, students will be permitted to collect their results at the locations and times stated below.

### **Session 1 - 8:30-9:30am**

School Hall - Surnames A-F inclusive.

Canteen - Surnames G-L inclusive.

### **Session 2 - 9:45-10:45am**

School Hall - Surnames M-S inclusive.

Canteen - Surnames T-Z inclusive.

Due to the current government guidelines and to ensure the safety of all staff, students and visitors, it is only possible to allow one individual to collect results. Unfortunately we will not be able to allow other family members to accompany the student on results day. The named student must collect their results unless there is a prior arrangement for a named individual to collect on their behalf.

A strict one-way system will be in operation. All students must enter school through the front gate, and proceed to the canteen tunnel. Those collecting results in the canteen must leave through the canteen exit. Those collecting results in the hall must leave via the PE corridor, turning right towards the front gate. Mrs Seddon will be located in Reception for those wishing to discuss appeals and arrangements for Autumn 2020 exams.

Uncollected results will be posted out at the end of results day to the address held on our system. If you require alternative arrangements to receive your results please refer to the details below.

### **Alternative arrangements for results**

Whilst we hope that the vast majority of students will collect their results themselves, should any student feel uncomfortable or are not able to collect their results in person, alternative arrangements can be made. Examination results are the legal ownership of the student and therefore any student requiring their results by alternative means must make this request in advance of results day(s) by contacting the Exams Office. Students (not parents/carers) can make a request for an alternative arrangement by emailing Mrs Seddon in advance ([exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk)).

#### Request for results to be emailed to student

Students (not parents/carers) must give authorisation prior to results day and provide their full name and candidate exam number. Unless otherwise specified, student results will be emailed to the students' school email address.

Authorisation for Results to be collected by a representative

In some circumstances, students can nominate another individual to collect their results on their behalf. Students who wish to request this must give their authorisation prior to results day and state; their full name and candidate exam number and the full name of their nominated representative who will be collecting their results. Please note that the named representative will be required to show photographic identification on collection.

Kind regards,



Mr Smith  
Head of Year 11