

Dear Parents/Carers,

I hope you and your families are continuing to remain safe at this time and I wanted to share our thoughts regarding the proposed arrangements for the GCSE results day on Thursday 20<sup>th</sup> August.

As you are aware there are clear safety guidelines provided by Public Health England and the Department for Education (DFE) that all schools must adhere to. Therefore, to ensure we can keep everyone safe and at a reasonable social distance we would ask that you follow the guidelines below about when your son/daughter can collect their examination results.

GCSE results will be available for collection from 8.30am in the Main Hall. However, we would request that you please collect the results at a designated time and we will do this within time set intervals. I am sorry that we have had to stagger the collection times but we cannot accommodate all students at once and must adhere to the safe distancing guidelines in enclosed spaces. You must enter the school via the main entrance and not via any other means. The exit from the Main Hall will be via the side door by the stage.

**Student whose surname begins with A – from 8.30 until 8.40am**

**Student whose surname begins with B – from 8.45 until 8.55am**

**Student whose surname begins with C – from 9.00 until 9.10am**

**Student whose surname begins with D – G from 9.15 until 9.25am**

**Student whose surname begins with H – K from 9.30 until 9.40am**

**Student whose surname begins with L – M from 9.45 until 9.55am**

**Student whose surname begins with N – P from 10.00 until 10.10am**

**Student whose surname begins with Q – S from 10.15 until 10.25am**

**Student whose surname begins with T – Z from 10.30 until 10.40am**

We want to ensure that this process is as smooth as possible and therefore would encourage you to collect the results in person and meet family members outside the school buildings but please refrain from congregating in large groups. We will need to collect some key information before you leave the Main Hall which will take only a matter of minutes to complete.

You may be aware that the exams regulator Ofqual, has announced that an important feature of the overall arrangements this summer is the planned additional exam series in the autumn, which will provide an opportunity for students who were unable to receive a calculated grade this summer, and others who would like the opportunity to improve their

grade, to take exams. We will be able to further clarify arrangements once Ofqual confirms the appropriate procedures in due course.

If for some reason you have any queries regarding examination results on the day, you will only be able to make contact via email/telephone to our Exams Officer. If you are unable to collect your results in person then please confirm in writing for the attention of our Exams Officer, Mrs Shemming that you will need the results to be posted out. In light of the current pandemic, we will not be able to provide results on the day to another person.

Should you require any further clarity to the instructions provided above, please contact Mrs Shemming our Exams Officer ([mshemming@st-albans.suffolk.sch.uk](mailto:mshemming@st-albans.suffolk.sch.uk)) to assist you further. Despite this being an unusual time in education, I wish you all the very best for your son/daughter this summer.

Yours sincerely,

Mr Corless  
Deputy Head teacher