

Dear Parent/Carer

ARRANGEMENTS FOR GCSE RESULTS COLLECTION ON THURSDAY 20TH OF AUGUST 2020.

Due to the current situation we have decided to distribute the GCSE results to students within allocated time slots. Therefore we request students arrive in school according to the time slots below which are based on the first letter of student surnames.

Surnames from A to C - from 9am to 10am
Surnames from D to L - from 10am to 11am
Surnames from M to R - from 11am to 12noon
Surnames from S to Z - from 12noon to 1pm

Please do not arrive either before or later than your allocated time slot.

Please enter the school via Surbiton Hill road entrance. The results distribution will take place in the Exams Room.

The key points to note are that there will be restrictions on the number of students on the site at any one time and students will be socially distanced to make sure that the day is safe. Parents will not be allowed into the school site with the students for Health and safety reasons. If a parent wants to make an appointment to discuss any matters that have arisen then they will be able to do so after the results day has finished.

If your son/daughter is unable to collect their results in person, please provide written authorisation to the person who will be collecting on their behalf. **Email/ Text requests will NOT be accepted.** An ID will be required for the authorised person. Uncollected results will be posted by 2nd class mail to the home address.

Thank you