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12th June, 2017

Dear Parent / Carer,

Arrangements for GCSE Results

The GCSE examination results will be available for collection between **11:00** and **12:30** on **Thursday, 24th August**. Students will need to report to the Main Hall.

If a student is unable to pick up their results in person, they may nominate a family member or friend to do so on their behalf, however, the student will need to write a letter giving their permission for their results to be released to another person. The letter can either be given to Miss. Hardy in L21 prior to the summer break or sent in on the day with the nominated person. We regret that results cannot be released to a third party without this written permission.

If students would prefer their examination results to be posted, please ensure that a letter with the correct address and clear instructions is sent to the Examinations Department at the College before Wednesday, 12th July. No responsibility will be taken for results that are lost or delayed in the postal system.

Examination certificates will not arrive in College until part way through the Autumn Term; details regarding the collection of these documents will be sent out next academic year. Therefore, please ensure that any changes of address are sent to the Examinations Department.

Please do not hesitate to contact me at the College if you have any further questions.

Yours faithfully

Miss. Z. Hardy
Examinations Manager