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11th. July 2017

Dear Parent / Carer,

Arrangements for Collection of GCSE Examination Results – Year 9

The examination results for those Year 9 students who sat an external GCSE in the Summer 2017 season will be available for collection between **12:00** and **13:00** on **Thursday, 24th August**. Students will need to report to the Main Hall. Due to the volume of students receiving results, we respectfully ask that Year 9 attend only between the above times.

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.

Results that are not collected on 24th August will be distributed in September 2017.

Please do not hesitate to contact me at the College if you have any questions regarding the collection of results.

Yours faithfully

Miss. Z. Hardy
Examinations Manager