

13th June 2024

Dear Students, Parents and Carers,

### RE: Results Day August 2024

Year 11 Results day this year is **Thursday 22 August 2024**. The school canteen will be open from **9am-11am** for students and their families to collect their results. Results must be collected and signed for personally by the student – if they are unable to attend school to collect the results, please complete the form attached to this letter indicating if they would like to nominate someone else to collect on their behalf. Alternatively, results can be sent via email, and if this is your choice, please indicate on the form below. Please note, we will endeavor to send results via email as soon as possible but this may not be until up to 4pm on results day.

**The form should be returned to school reception by Friday 19 July 2024.** If we have not received notice of alternative arrangements from you, any results not collected by 11am on 22 August will be posted home via second class mail to the student's registered address.

We understand that upon receipt of results there are sometimes questions or concerns, and staff will be on hand to help. If students are concerned that they may not have met the entry requirements for their planned course in September, the student should contact the college for advice in the first instance.

Exam boards do offer the option to review the marking of each component, for a fee, but grades can go down as well as up so this must be carefully considered. For more information please refer to the JCQ Post Results Services guidance which can be found here: [https://www.jcq.org.uk/wp-content/uploads/2024/04/Post-Results-Service\\_24\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/04/Post-Results-Service_24_FINAL.pdf)

We wish all of our students the best of luck with their future studies. If you have any questions, please contact me at [gemma.larkin@clf.uk](mailto:gemma.larkin@clf.uk).

Yours sincerely,



Gemma Larkin  
Exams and Careers Lead



WORK HARD, BE KIND

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**Candidate Permission Form: Results Collection**

Candidate name:			
I give permission for the nominated representative named below to collect results on my behalf. I confirm that my representative will provide photographic ID on collection.			
Nominated representative:			
OR			
I am unable to collect my results or nominate a representative to collect on my behalf. I give permission for my results to be emailed to me on the email address given below. I understand I may not receive my results until 4pm on the 22 August.			
Nominated email address:			
Candidate signature:		Date:	