

Ref: Year 11 Exam Results/STT/jud

9<sup>th</sup> July 2020

«Parental\_Salutation»  
«Number» «Street»  
«Town»  
«County»  
«Postcode»

Dear «Parental\_Salutation»

**Student name: «Legal\_Forename» «Surname»      Reg: «Reg»**

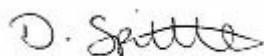
I am writing to inform you of the arrangements for the collection of GCSE results on Thursday 20th August 2020.

All Year 11 students will be given an individual time slot to attend school, where they will be greeted by members of staff and asked to sign in. Results will be available for «Legal\_Forename» to collect between «Time\_slot» from the secondary school hall, with students accessing the school through the main reception.

A signature is required for all GCSE results. Therefore, unless «Legal\_Forename» has given written permission for a third party to collect their results, we are unable to release them. Any person who has been given permission to collect results on a student's behalf will be asked to provide a form of identification. Alternatively, if you wish for «Legal\_Forename»'s results to be posted, please leave a stamped, self-addressed envelope at the school office, with a covering letter, written and signed by «Legal\_Forename». Unfortunately, results cannot be given out over the phone due to Data Protection regulations.

I would like to take this opportunity to thank you for your support and wish «Legal\_Forename» every success for the future.

Yours sincerely



Miss D. Spittle  
Exams and Data Manager