

June 2026

Dear Student,

Re: Exams & Assessments Results Day Thursday 20 August 2026

Notification of Results

Thursday the 20th of August is National GCSE/IGCSE results day. Some admin staff will be in School to issue your results for GCSE/IGCSE *and* or a summary sheet of all other assessments outcomes (e.g. BTECs, functional skills assessments).

The school will be open between **10:30am and 12:00pm only** for you to collect your results in person should you wish to. Please do not come into school before this time as your result packs may not be ready for collection. **Please note that we cannot issue your results to anyone other than yourself without advance written permission from you (e.g. if you wish a parent/carer to collect on your behalf, you will need to let the school know in writing before results day).**

Notification of Results by Post

If you are unable or do not wish to pick up your results in person on results day, we will send your results by Royal Mail Signed for Delivery Service on Thursday the 20th of August, and your results therefore should arrive at your home address by Friday or Saturday of the same week.

Please note, we are not permitted to give out results via the telephone.

Certificates

All exam and non-examined assessment certificates that have arrived thus far will be handed out on results day or posted home with your results on the same day if you choose not to come in to collect them. Any certificates that arrive *after* results day will be issued to you in September if you are going into year 12 or posted directly to your home address via Royal Mail Signed for Delivery Service. GCSE certificates normally arrive around October/ November time.

Please look after your certificates when you receive them – we suggest placing them in your ROA folder for safe keeping. If for any reason you misplace your certificates or they are destroyed, they can only be replaced by making a direct application to the appropriate exam board. There is an exam board administration fee of approximately £43.00-£55.00 per replacement certificate depending on the board. If you request a replacement certificate after one year from the original issue date, exam boards cannot offer you a replacement but instead will issue you with a statement confirming your results which is also chargeable at approximately £43.00-£55.00 depending on the exam board.

Yours sincerely,



Fiona Crossland
Deputy Headteacher