

July 2025

Dear Student,

Re: Exams & Assessments Results Day Thursday 21 August 2025

Notification of Results

Thursday the 21st of August is National GCSE/IGCSE results day. Admin staff will be in School to issue your results for GCSE/IGCSE and or all other assessments taken (e.g. BTECs, functional skills level 1 & 2 and functional skills entry level assessments). The school will be open between **11am and 12pm 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 will not be ready for collection. **Please note that we cannot issue your results to anyone other than yourself without advance written permission from you.**

Postal Results

If you are unable or do not wish to pick up your results in person on results day, we will send all uncollected results by recorded delivery post on Thursday afternoon of the 21st of August, and your results therefore should arrive at your home address by Friday or Saturday of the same week.

We are not permitted to give out results via the telephone.

Certificates

All exam and assessment certificates that have arrived thus far will be handed out on results day or posted home via recorded delivery on the same day if you chose 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 they will be posted directly to your home address via recorded delivery. GCSE certificates normally arrive around October/November time.

Please look after your certificates when you receive them. If for any reason you misplace your certificates or they are destroyed, they can only be replaced by direct application to the appropriate exam board. There is an exam board administration fee of approximately £43.00-£52.00 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-£52.00 depending on the exam board.

Yours sincerely,

Liz Fallis

Data Manager (Exams Officer)