

Highworth Warneford School



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Dear Warneford Exam Candidate

Exam Results and Certificates

As the summer term has progressed, we have gradually been receiving more information and guidance regarding this year's results day and how this will be managed. As previously advised, this is still going ahead on the original date of **Thursday August 20th 2020**.

However, this will look different from previous years, as we must consider the current coronavirus situation. To ensure that everyone is able to collect their results in a safe manner, we are going to implement the following measures:

- 1 You will be given a specific time slot to ensure that a limited number of students are on site at any one time.
- 2 There will be a one-way system to collect your results, speak to staff and then leave the site.
- 3 Hand sanitiser will be available upon your arrival.
- 4 Staff who are in contact at any stage with your results and envelope will be wearing gloves to ensure the paperwork is safe to open immediately.

Please arrive at the front entrance of the school at the following times:

Surname begins with...	Arrival Time
Year 11: A, B, C, D	9.00am
Year 11: E, F, G, H, I	9.15am
Year 11: J, K, L, M	9.30am
Year 11: N, O, P, Q, R	9.45am
Year 11: S, T, U, V	10.00am
Year 11: W, X, Y, Z	10.15am
Year 10: A, B, C, D	10.30am
Year 10: E, F, G, H, I	10.40am
Year 10: J, K, L, M	10.50am
Year 10: N, O, P, Q, R	11.00am
Year 10: S, T, U, V	11.10am
Year 10: W, X, Y, Z	11.20am
Year 9: All students	11.30am

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If you are unable to attend school in person but would still like a paper copy, a member of your family or a friend (with a form of identification) may collect your results by presenting a dated letter of authorisation which is signed by you.

Only one person can come into the Hall to collect any set of result – whether that is you, a family member or a friend. Please don't congregate afterwards.

Alternatively, your results can be posted to you if you supply the school with a stamped, addressed envelope prior to Results Day. This can be dropped off in the school's letterbox – please mark it clearly with "Exam Results" and sign the back of the envelope.

Members of the Senior Leadership Team, teachers and Exams Office staff will be present on results day to help with post-results queries. Further guidance on procedures, along with other exams information and policies, can be found on the Exams page on the school's website. Please refer to the document '**Information for Candidates – Results and Appeals Summer 2020**' attached herewith.

Certificates

Your actual exam certificates will be available for collection in early December. You will receive a letter about this in the autumn along with an invitation to collect any coursework. If you wish to have your certificates posted to you, please inform the Exams Officer by emailing kgibson@warnefordschool.org

Please note:

Certificates are legal documents and, as such, need to be stored securely to avoid loss or damage. The school is only allowed to retain uncollected certificates for one year before destroying them. Replacement copies will not be issued by the examination boards; instead a statement of results can be applied for and would cost approximately £40 per certificate for each exam board.

We know that collecting your results is one of the most exciting days of your life and we are aware that it won't be quite the same without being able to do it in front of all of your friends and family. However, we still hope you get the grades that you want and we look forward to celebrating with you on the day.

If you have any queries about your exams, please contact the Exams Office via email on kgibson@warnefordschool.org

Yours faithfully

Karen Gibson
Exams Officer
kgibson@warnefordschool.org