



June 2021

Dear Warneford Exam Candidate

Exam Results and Certificates

As we approach the end of a second 'exceptional' June Exam season, where staff and students have worked so incredibly hard to secure and record the evidence required to determine Teacher Assessed Grades, I wanted to write to let you know about this year's Results Day and how this will be managed. We will be issuing results in the Sports Hall on **Thursday August 12th 2021**.

It's possible that the current COVID restrictions may be lifted by this date, but we are making plans that will work regardless. To this end, we are implementing the following measures, to ensure that everyone is able to collect their results safely on the day.

You will be given a specific time slot to ensure that a limited number of students are on site at any one time – see table below

- 1 There will be a one-way system to collect your results, speak to staff and then leave the site.
- 2 Hand sanitiser will be available upon your arrival.
- 3 Attendees are kindly asked to maintain social distancing and to wear a face mask whilst on site.

Please arrive at the Sports Hall at the following times:

Surname begins with...	Arrival Time
Year 11: A, B, C, D	9.00am
Year 11: E, F, G, H, I	9.10am
Year 11: J, K, L, M	9.20am
Year 11: N, O, P, Q, R	9.30am
Year 11: S, T, U, V	9:40am
Year 11: W, X, Y, Z	9.50am
Year 10: A, B, C, D	10.00am
Year 10: E, F, G, H, I	10.10am
Year 10: J, K, L, M	10.20am
Year 10: N, O, P, Q, R	10.30am
Year 10: S, T, U, V	10.40am
Year 10: W, X, Y, Z	10.50am

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**.

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

Alternatively, your results can be posted or emailed to you.

For **postal** requests, please 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.

For **email** requests, please confirm this to the Exams Office by emailing kgibson@warnefordschool.org via your Warneford email address. Please ensure that your email account and password are functioning correctly prior to the end of term so that you can retrieve your email easily.

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 review procedures and other Exam related information and policies, can be found on the Exams page on the school's website <https://www.warnefordschool.org>

Certificates

Your official 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. A fee will be charged for a 'Signed For' delivery service.

Please note:

Certificates are legal documents and, as such, need to be stored securely to avoid loss or damage. The school must retain uncollected certificates for one year before being permitted to destroy 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 if COVID restrictions are still in place on the day. However, we hope you get the grades that you want and we look forward to celebrating with you on the 12th August.

If you have queries or concerns about any exam related issues, please do not hesitate to contact the Exams Office via email: kgibson@warnefordschool.org

Best wishes

Mrs Karen Gibson

Exams Officer

kgibson@warnefordschool.org