



HIGHWORTH WARNEFORD SCHOOL

Headteacher: A M Steele MEng (Oxon)

Shrivenham Road, Highworth, Swindon SN6 7BZ

Tel: (01793) 762426
admin@warnefordshool.org
www.warnefordschool.org

July 2023

Dear Warneford Exam Candidate

Exam Results and Certificates

Congratulations on completing the 2023 summer series of GCSE exams. I want to say a massive thank you to you all on behalf of myself and our invigilating team, for conducting yourselves so brilliantly during the exams, at what we know is a very challenging and intensive time.

Your results will be available for collection from the Main Hall on **Thursday 24th August 2023** from **10am**.

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 on your behalf by presenting a dated letter of authorisation which is signed by **you**, granting them permission to do so. Without this authorisation, results will not be released to your proxy.

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 via the front office during office hours or through the letterbox at other times – 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 **before Friday 21st July**. Your school email address will no longer operate after this time, so you will need to confirm a personal email address to where your results can be sent. Please note that we will prioritise students picking up their results in person, so any emails will be sent later in the day.

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 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. This will be sent via ParentMail, so please ask your parents to keep their ParentMail account open until such time as you receive this letter.

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, as they are extremely important documents.

Excellence • Aspiration • Challenge • Values • Community

Please note:

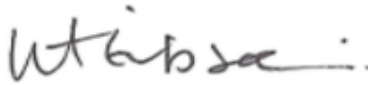
Certificates are legal documents and, as such, need to be stored securely to avoid loss or damage. Once you have received them, it is important that you look after them and keep them in a safe place, as you will need to show them to future employers and educational establishments.

The school will retain any uncollected certificates for exactly 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. It is best to avoid having to do this!

We know that collecting your results is a momentous occasion and we hope you get the grades that you want. We very much look forward to celebrating with you on the 24th 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

Excellence • Aspiration • Challenge • Values • Community