



July 2018

Dear Parent,

GCSE Examination Results

Your son or daughter will be looking forward to receiving the results of the GCSE examinations they have recently taken. We at school are looking forward very much to handing them their results on **Thursday 23 August** this year.

We will issue results directly to candidates on this day **between 10:00 and 11:00**. Unfortunately, we will not be able to give results outside these times.

If your son/daughter is not able to collect their results in person, they may make arrangements for a third party to collect them by completing the appropriate section of the return slip and returning it, signed by them to the Exams Office. Please ensure that the school is informed **no later than 18 July**. We will need to know exactly who will be collecting and signing for the results. Also, the third party will need to bring along their **own photographic identification** (such as a passport or photo driving licence) on the day, otherwise we will not be able to release the results.

If you prefer the results to be posted to the address held by the school, please complete the appropriate section of the return slip and enclose £2.11 to cover the cost of postage, so that they can be posted on to your son/daughter following Results Day. Please ensure that the school receives these **no later than 18 July**.

PLEASE NOTE: Results will not be given over the telephone or electronically.

Certificates will be available for collection from school in **early December**. Further details will be available after Results Day. Please ensure that your contact details are kept up to date, so that we can keep you informed regarding certificates collection. Please be aware that the school is required to retain certificates safely for 12 months and may then destroy them.

I would like to take this opportunity to thank you for your support over the years and to wish your son/daughter every success in the future. Please keep in touch with us and remember we are still here to help with careers advice.

Yours sincerely

Mr M McCluskie
Head Teacher

Head Teacher: Michael McCluskie
Tel: 01723 362301
Fax: 01723 369226

Email: admin@scalbyschool.org.uk
Website: www.scalbyschool.org.uk

To:- Mrs Short, Examinations Office

*Complete this section under all circumstances
(this form is not required if you are collecting in person)*

Student name:- _____ Exam N°:- _____

(Return to Mrs J Short, Scalby School, Fieldstead Crescent, Newby, Scarborough, YO12 6TH)

.....**Do NOT remove lower portions**.....

*****Complete EITHER this section*****

I authorise _____ (insert full name of person who will collect the certificates here) to collect my GCSE results as I cannot collect them on the day. This person understands that they will need to bring along their **own photographic identification** (such as a passport or photo driving licence) on the day in order to receive my results.

Signed: _____ (**Student**)

*****OR this section*****

Please send my GCSE results to me at home as I cannot collect them on the day.

My address is:- _____

POSTCODE:- _____

This is a permanent change to my address:- Yes | No | N/A

I enclose **£2.11** to cover the cost of the postage (cheque payable to SCALBY LEARNING TRUST).

Signed: _____ (**Student**)

Deadline for receipt of return slip: - 18 July 2018

FOR OFFICE USE ONLY

Date received:-

Cash / Cheque:-

Exam Number:-

Amount received:-