



# CHAILEY SCHOOL

A Specialist Language and Humanities College

Headteacher: Mrs Helen Key MA (Ed)

22<sup>nd</sup> June 2017

Dear Parents and Carers

## Arrangements for Exam Results Collection – Thursday 24<sup>th</sup> August 2017

This year the results day for GCSE examinations is Thursday 24<sup>th</sup> August 2017. Students may come to school to collect a school print-out of their results on this date between **9.30am and 10.30am**.

Exam boards no longer issue paper results slips so the school summary print-out issued to each student is the official confirmation of their results and will be sufficient evidence for colleges and other post-16 providers. This is the only documentation the students will receive prior to the issue of official GCSE certificates and must be kept safely until the certificates are sent to the school in November 2017.

In order for results day to run smoothly, we request the following:

- Please do not telephone the school for results as results cannot be given over the telephone in case of misunderstandings
- Please do not come to the school before 9.30am
- If a student is unable to collect their results in person on Thursday 24<sup>th</sup> August, a parent/carer may be able to do so on their behalf. However, the student must have provided written authorisation for us to do this, as the results are the property of the student. Written authorisation can be submitted in advance to Mrs Lewis-Irlam, Exams Officer, or be brought in by the parent/carer on the day

We look forward to seeing you and your son/daughter on results day and at the Awards Evening on Thursday 23<sup>rd</sup> November 2017 – when students will collect their GCSE certificates.

Best wishes

Helen Key  
Headteacher

