

Dear Year 11,

**RE: KS4 Results 2021**

Plans are currently being put in place for the KS4 results day August 12th. Whilst we can anticipate that there will be an easing of social distancing, it's impossible to know with certainty what this will look like. Therefore, to ensure students receive results promptly along with access to advice and support, we are making arrangements now. These arrangements will not alter, even if the rules on social distancing change.

It is a requirement that results are only issued to you, the student, unless you have previously given written permission for results to be released to or discussed with another individual.

Between **9-10am, August 12th**, students will receive results via an email to their school email account, we are unable to use any other email. I strongly suggest that you check access to your account this week. Please contact the school if support is needed, for example, to reset a forgotten password.

Your results email will also include a letter and a link to a contact form. The form is to be used to accept or decline offers made or to arrange a call back so you can receive access to support and advice. Please inform us if you have a change of email address, otherwise, you may not receive this. Regulations mean we cannot disclose grades when talking to parents unless we have written permission or you are present during the conversation.

During the morning of the results, we will be available to respond to emails and telephone calls from parents and students seeking advice and guidance. The enrolment team will work as quickly as possible in returning calls, please be reassured we will work as quickly as possible to support you.

We have taken steps to ensure your final grades reflects your performance in each of your subjects. If however, you feel that an error has been made then you may wish to appeal your grade. The first step will be to contact us via the Contact Form. On your request we will conduct a Stage One - Centre Review where we will check the evidence used; whether an administrative error was made or a procedure was not followed correctly in accordance with our Centre Policy. Further information for appeals will be included in your final results letter and on the school website.

To ensure you receive your results promptly please can you confirm using the link below you have safely received this letter and you have checked access to your school email account.

A copy of this letter has been sent to your parents/carer.

[Confirmation Link](#)

**By not confirming you have access to your email it may create a delay in you receiving your results.**

I hope this information is helpful. If you have any questions, please feel free to contact me.

Yours sincerely

Mr J Southwood  
Deputy Headteacher

---