



Headteacher  
Debbie Smith B.Ed, NPQH

# Sandhurst School

the opportunity to succeed

Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire GU47 0SD

Tel: (01344)775678

Website: [www.sandhurstschool.org.uk](http://www.sandhurstschool.org.uk)

E-mail: [contactus@sandhurstschool.org.uk](mailto:contactus@sandhurstschool.org.uk)

13<sup>th</sup> May 2022

Dear Year 13 and Year 12,

## Re: KS5 Results 2022

This year examination results will be emailed to students' school email accounts. Therefore, to ensure students receive results promptly along with access to advice and support, we are making arrangements now.

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, this includes your parents.

Between **9:00 and 10.00am, on Thursday 25<sup>th</sup> August**, students will receive results to their school email account, we are unable to use any other email address. I strongly suggest that you check access to your email 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 arrange a call back so you can receive access to support and advice. 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.

If 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 the results email you will receive.

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

