

**Headteacher**  
Mr C Rhodes

July 2020

**Important Information for GCE and GCSE students**

Dear Students  
CC: Parents / Carers

We are writing to inform you of some key dates and events for Results and Certificate Collections. Please read carefully and note these dates in your diary / calendar. In accordance with Government guidelines, we have had to organise these days differently to in previous years. Please find below important information about GCE and GCSE Results Day.

**Please note: NO RESULTS WILL BE ISSUED WITHOUT WRITTEN CONSENT FROM YOU, THE STUDENT!** If you are not available to collect your results in person, you may nominate someone to collect on your behalf however, they **must** bring their photo ID and the permission slip at the bottom of this letter signed by you. Hard copies of results cannot be posted out on/after or prior to results day.

Results will be emailed to your **Grey Court email address** towards the end of the day (after 2pm) therefore it is essential that you check that you can access your email account before the end of term and note your username and password so you are able to access it on results day. Should you have any issues with your Grey Court email account, please contact our IT department on [helpdesk@greycourt.org.uk](mailto:helpdesk@greycourt.org.uk). It is advisable that you forward your results to your private email address and print it off for safekeeping.

Many of the Grey Court staff including Bernie Corrighan, our Careers Advisor and our Senior Leadership Team will be on hand to help with any queries that students may have.

**Collection times:**

**GCE (A-Level, AS-Level & L3 BTEC) Results** will be available for collection on **Thursday 13th August 2020** during the following time slots: **Y13: 9:00am – 11:00am & Y12: 10:30am – 12:00pm** in the **Sports Hall**. We encourage you to collect your results in person as important decisions may need to be made regarding your university placements.

**GCSE Results** will be available for collection on **Thursday 20th August 2019** from **9:00am – 11:00am** in the **Sports Hall**. We would encourage your child to collect their results on this day as important decisions may need to be made regarding College and Sixth Form applications.

### The Process for collection of your results:

In order to ensure we are following government guidelines, there will be a strict process that must be followed which will be:

- Enter the school through the 6th form gates, follow the signs to the back of the sports hall, going around the VPA block. You will enter the sports hall using the nearest door along the outside, it will be clearly marked. Please note, you may have to wait in a queue before entering the sports hall, please ensure a safe distance is maintained when waiting to be called in. A one way system will be in place.
- Your results envelopes will be in alphabetical order according to your surname, find the desk that will have your results, provide your details and sign for your results. Exit the sports hall using the furthest door leading straight onto the playground.
- Once you have checked your results you might want to discuss them with a teacher, Teachers will be available until 11am in the main hall and dinex area.
- Enrolment to the Grey Court 6<sup>th</sup> form will also be in this area.
- The only open toilets will be in the VPA block and the ones by the main hall. No students will be permitted in any other areas of the school.
- When leaving the school, please exit using the sandy lane gates.

***Please be aware that the arrangements we have made for GCSE Results Day may be subject to change, depending on the latest guidance released by the Government.***

### Appeals of results:

Once you have received your results, you will have the right to:

- Ask your centre (Grey Court School) to check whether an error has been made when submitting a centre assessment grade and including you in the centre's rank order.
- Raise a complaint to your centre if you have evidence of bias or that they were discriminated against; you could also pass such evidence on to the exam board who could investigate for potential malpractice.
- Appeal against the centre decisions not to seek any information the awarding body holds that would be needed for an appeal; and/or not to appeal to the awarding body.


The process for the appeals will be found within your results envelope or attached to the email that will be sent to you on results day.

**Grey Court Sixth Form Enrolment:** We very much hope that students will be enrolling in person on GCSE results day on **Thursday 20th August**. However, in case government recommendations still limit in-person access to schools, we have developed an online enrolment system. If we are using the online system a link will be sent to all Grey Court Sixth Form applicants on the morning of GCSE results day. If we can enrol students in person we will ask students to meet with a subject specialist teacher from the sixth form team to complete the enrolment process. Students will be directed to their meeting within the main hall and Dines area once they have picked up their GCSE results.

**Certificate Collection:** Certificates will be available for collection on **Wednesday 2<sup>nd</sup> December 2020**. For students enrolled in the 6<sup>th</sup> Form you can collect your certificates during **lunch break** in the **Sixth form Library**. For those of you not in our Sixth Form, certificates can be collected at **16:00pm – 17:30pm** from the **Ingenium**. If you do not attend please note any certificates not collected on this day

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designated by  
  
**National College for  
Teaching & Leadership**



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will be kept for 1 year and then securely destroyed. If you would like your certificates posted please provide the school with a pre-stamped and pre-addressed envelope so we can send them to you via post.

**Coursework Collection:** Coursework to be collected by appointment with your relevant subject teacher, your teacher will make contact with a date and time in the new academic year. Please note that Art Coursework cannot be collected until later in the year, this is usually in April as all work is used for display in the school until this point.

Best of luck to you all and have an enjoyable and safe summer.

Yours faithfully,

Grey Court School and Sixth Form

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**PERMISSION SLIP (To be completed and signed by the student)**

This is to certify that I (**Full Name**): \_\_\_\_\_ (**Candidate no**): \_\_\_\_\_

Hereby nominate my **Parent / Guardian / Family member / Friend** named below to collect my **results / Certificates** on my behalf. (Circle options as appropriate)

**Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Please take my (the student) Signature below as my consent for the above:

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please note that the nominated person you have authorised to collect is required to bring in original proof of their identity for*