

Ref RRO/awl

6 July 2018

Dear Parent/Carer/Student

Year 11 Examination Results Collection

Year 11 students can collect their examination results between 8.30 am and 12pm on Thursday 23 August 2018 from the Phoenix Centre (Lecture Theatre). A destinations questionnaire will need to be completed. Post 16 interviews will take place in the Lecture Theatre between 8.45am and 12pm. Students that have been offered a Post 16 place will be given an appointment time during their induction.

If you are unable to collect your results and wish for us to post them home for you, you will need to hand a self addressed stamped envelope into the Reception. If you would like a relative or friend to collect your results on your behalf, you must write a signed letter giving them permission to do this.

Year 11 Examination Certificate Collection

Examination certificates will be ready for collection from Monday 11 December 2018 via the Main School Office/Reception between 8.30am and 4pm.

You will need to sign for your certificates. If you are unable to collect or would like another person to collect them on your behalf, they would need to bring a signed letter from you giving consent for them to do this.

When you collect your certificates, please check that they are all there and that your personal details and the grades are correct. If they are not, please let the school know as soon as possible - please do not sign for them and do not take them with you.


I am sorry but under no circumstances can we arrange to post your certificates to you.

Any certificates that are not collected by the end of the academic year (July 2019) will be returned to the exam board, where they will be destroyed.

Ties

We would be grateful for any donations of school ties, these can be handed in at Reception/Main School Office.

Yours faithfully



Rebecca Roberts
Head of College - Jupiter