



## KING EDWARD VI SCHOOL LICHFIELD

Upper St John Street, Lichfield, Staffordshire WS14 9EE

Tel: 01543 255714 | Web: [www.keslichfield.org.uk](http://www.keslichfield.org.uk)

Email: [office@kingedwardvi-lichfield.staffs.sch.uk](mailto:office@kingedwardvi-lichfield.staffs.sch.uk)

Headteacher: Ms J Rutherford BA (Hons)

### Year 11 Results Information

Dear Parents, Carers and Students,

We plan to hold results day in school with safety measures in place to ensure social distancing, due to the current public health situation. We hope that the majority of students will be able to collect their results in person.

Results day is Thursday 20<sup>th</sup> August 2020. Results can be collected from the Sports Hall. In order to ensure social distancing there will be staggered timings for the collection of results.

9.00am	Surnames A-D
9.30am	Surnames E-K
10.00am	Surnames L-R
10.30am	Surnames S-Z

Anyone who misses their timed slot for results collection should return at 11am.

Students should enter the Sports Hall via the fire door in the driveway behind Student Support. This will be clearly sign posted on the day. Staff will then direct you where to wait to collect your results.

Senior staff will be available in the Sports Centre to discuss post results issues on results day, Thursday 20<sup>th</sup> August 2020. **Students who have applied for the Sixth Form will receive a clear indication of whether they have met the criteria to begin all of their chosen post-16 courses. Any requests for changes can be made on 20<sup>th</sup> August but will not be actioned until the start of the autumn term.**

Once you have collected your results, you must follow the exit signs to leave the building straight away, unless you need to speak to a member of staff about your results.

#### If you cannot come into school on results day

You can ask to receive your results in a different way in advance. These requests must be made by the student only, not parents / guardians.

You can name someone else to collect your results for you (ID must be shown by collector) or ask to receive your results via your student Switch account. We will be using Switch rather than email as the online delivery method.

Students should make requests either asking for their results to be uploaded to Switch or giving their permission for another named individual to collect their results in one of the following ways:

- Email [examsinfo@kingedwardvi-lichfield.staffs.sch.uk](mailto:examsinfo@kingedwardvi-lichfield.staffs.sch.uk) from your school student email account by Sunday 19<sup>th</sup> July. Please note that as the school is moving to Office 365 over the summer, students will no longer have access their school email accounts after the end of term.
- Bring a letter which has been written and signed by the student into Main Reception in the Sports Centre by Thursday 16<sup>th</sup> July. It must be marked for the attention of Mrs J Welch, Exams Officer.
- Requests can be made from other email accounts up to Wednesday 19<sup>th</sup> August but students will need to write and sign a letter stating their required alternative arrangements. This should then be scanned / photographed and emailed to [examsinfo@kingedwardvi-lichfield.staffs.sch.uk](mailto:examsinfo@kingedwardvi-lichfield.staffs.sch.uk)



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Students can also choose to receive results by post by bringing in a stamped addressed envelope to Main Reception in the Sports Centre by Thursday 16<sup>th</sup> July. It must be addressed to the student not the parent and clearly marked 'Year 11 Exam Results'. A C5 envelope (162 x 229 mm) will be sufficient and only requires a normal stamp. If you use a larger envelope, you must ensure you use a large letter stamp.

The school does not receive incoming post during the summer holiday period, so do not send letters or SAEs by post.

Please note that our primary focus on results day will be to distribute printed slips to be collected in person. We will upload results to Switch as early in the day as possible but we cannot guarantee a time so may not be until the afternoon.

We are not allowed to put results in the post until the results day itself. They will not therefore be received until the following day at the earliest.

Any results which remain uncollected at the end of the day will be uploaded to Switch so that they can be accessed by students.

In the event that changes to the public health situation mean we are unable to open the school, for example a local lockdown, the contingency plan would be for all results to be received via student Switch accounts. If we have to implement this plan, parents will receive a text message with further information about the alternative arrangements. This information would also appear on our website.

It is therefore essential that all students are aware of the log on details for their Switch account. This is the same as the details you would use to log on to the network in school.

The exam bodies have still not provided full guidance regarding potential appeals, other than to say that they would only be allowed under extremely limited and specific circumstances. Further information will be posted on the school website under School Life / Examinations. If you have any questions about your grades, please read through this information prior to contacting anyone in school.

Yours sincerely,

Mrs Forster

Deputy Headteacher