



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

21st June 2021

Dear Parents, Carers and Students

Results Day

We plan to hold results day in school with safety measures in place to allow for 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 12th August 2021. Results can be collected from the Sports Hall. In order to allow social distancing there will be staggered timings for the collection of results.

9.00am Surnames A-D

9.30am Surnames M-R

9.15am Surnames E-L

9.45am Surnames S-Z

Anyone who misses their timed slot for results collection should return from 10am.

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. Students are requested to take a lateral flow test prior to attending on results day.

Senior staff will be available in the Sports Centre to discuss post results issues on results day, Thursday 12th August 2021. 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 12th 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 and only from their school email account, 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 to your student email account.

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

- Bring a letter which has been written and signed by the student into Main Reception in the Sports Centre by Thursday 15th July. It must be marked for the attention of Mrs J Welch, Exams Officer. (Please note the school does not receive incoming mail during the summer holiday period, so do not post in letters)
- Email examsinfo@keslichfield.org.uk from your school student email account. If you know now that you will not be able to attend, please email by Thursday 15th July. If there are unforeseen circumstances which mean you cannot attend, you can email right up to results day to request your results via email or for someone else to collect. We cannot accept requests from personal email accounts.
- 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 15th 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. (As the school does not receive incoming mail during the summer holiday period, do not post in envelopes)

If you wish results to be emailed to any account other than the student's school email, requests to do this must come via the student's school account or a letter signed by the student. We cannot act on requests which come directly from a parent / guardian or personal account.

Please note that our primary focus on results day will be to distribute printed slips to be collected in person. We will email results as early in the day as possible but we cannot guarantee a time, so it 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 uncollected results will be emailed to student school accounts unless an alternative method for receiving them has been given. It is therefore essential that students are aware of the log on details for their school email account. Please note that students who are leaving school this summer will only have access to their school email accounts up to 20th August 2021.

In the event that we are unable to open the school on results day, parents will receive a text message with further information about alternative arrangements. This information would also appear on our website.

Appeals

Although every effort has been made to ensure students are issued with the correct grades, there will also be an appeals system as a safety net. Students who consider that an error has been made in determining their grade will have a right to appeal.

Teachers have already shared with students the assessments on which their final assessed grade has been based. Students have been given the opportunity to discuss with teachers any concerns they have about the assessment evidence selected or special considerations which should have been taken into account. If you have any specific questions about how a teacher assessed grade was made for a qualification, we recommend you raise this now before the end of term by emailing office@keslichfield.org.uk – please title your email 'Assessment Enquiry'.

Our full [Summer 2021 Appeals Policy and Process](#) can be accessed on the school website (under Information / Policies and Documents). You can also find the [Summer 2021 Centre Policy](#) here, which you should refer to prior to launching an appeal, as well as the [Student Appeal Form](#). Appeals cannot be accepted unless the relevant process is followed.

Key dates

	Priority appeals	All other appeals
Students request centre review by	Not available for GCSEs and Level 2 qualifications	Friday 3 September
Students receive outcome of centre review by		Friday 10 September
Students request appeal to awarding organisation by		Weds 15 September

Contacting school regarding appeals

As telephone lines will not be staffed during the school summer holidays, all contact regarding appeals following results day should be made via the appeals@keslichfield.org.uk email which will be monitored after 12 August 2021.

Useful information for students and parents / guardians

[DFE Blog](#) – Exam Appeals: What can I do if I think my grade is wrong? How do I appeal? What will happen if I appeal? Your questions answered

[Student guide to awarding summer 2021](#)

Yours sincerely,



Mrs Forster

Deputy Headteacher