

12<sup>th</sup> July 2017

Dear Parent/Carer

**A-Level Examination Results – Thursday 17<sup>th</sup> August**

I am writing to inform you about the arrangements for the collection of A-Level and BTEC Level 3 examination results on Thursday 17<sup>th</sup> August.

The school will be open to students from 09:00 to 13:00 to collect their examination results. Students should enter school through the main gate by Science and then proceed to the Sixth Form Centre, where results will be available to collect in a sealed envelope from staff.

Should your child be unable to collect their results in person they can either:

- 1) Nominate someone to pick up the results on their behalf. This must be done in writing (an email will suffice) and proof of identity will be required. Please write to our Examinations Officer, Mr A Merritt, using the following email address: [exams@altwoodschool.co.uk](mailto:exams@altwoodschool.co.uk)
- 2) Request results by email by emailing our Examinations Officer, Mr A Merritt, using the following email address: [exams@altwoodschool.co.uk](mailto:exams@altwoodschool.co.uk)

Those who have applied to university will be able to find out if they have got their place via the UCAS Track System before collecting their results. The senior team will be available on the day to support any students who need advice about their courses or further study options. Students can also contact the UCAS exam results helpline on 0808 100 8000.

Any updates to Results Day will be posted on the school's website under the exams information tab. Should you have any questions or queries before results day, please do not hesitate to contact Mr Atkinson-Young, Head of Sixth Form on [ayoung@altwoodschool.co.uk](mailto:ayoung@altwoodschool.co.uk)

Please note that the actual certificates, which we receive at a later date, will be available to collect from reception later in the year. We will write to all parents when these have been received.

We very much look forward to celebrating the culmination of your child's A-Level courses on the 17<sup>th</sup> August and wish them every success for the future.

Yours faithfully,

Mr J Masson  
Assistant Headteacher