



Ebbw Fawr Learning Community

Cymuned Ddysgu Ebwy Fawr

Director/Cyfarwyddwr: Graeme Harkness

W: www.ebbwfawr.co.uk

Ref: DLT/Exams

8 July 2015

Dear Parent/Carer

Firstly, may I congratulate students in Year 11 for their excellent behaviour and attitude during the Summer examinations. Our pupils were a credit to themselves, parents/carers and the school and our external invigilators commented on how well behaved our students were during this often stressful time.

The next important milestone for our candidates will be Results Day. This will take place on **Thursday 20th August 2015** (GCSE) from 9.00 am for Year 11s. Years 10 students can collect their results after 10.00 am and Year 9 after 10.30 am. Results can be obtained up to 2.00 pm.

Results CANNOT be given over the telephone or by email to anyone. Students should collect their own results in person. If the student is unable to collect their own results in person, the following is required:

A written request, signed by the student, with full details of the nominated person authorised to collect the results. **A proforma can be collected from the Examinations Officer** up until Friday 17th July. After this date the Examinations Officer will be available in school between 5th August – 17th August if you wish to make collection arrangements (01495 354646). Photographic proof of identity of the nominated person (not the student), in the form of a driver's licence or passport will be required.

The results belong to the student and to protect confidentiality, we will be unable to release results without such consent and evidence.

Any results not collected for Year 11 will be posted to the home address held on the school database on Friday 21st August. Please ensure your address is correct and up to date.

Certificates usually arrive by mid November and will be available for collection from December onwards. The student will be able to collect certificates in person during school hours. A signature is required as proof of collection. Certificates will **NOT** be issued to any person other than the student unless that person has a signed, written authorisation to collect certificates. They must also bring their own I.D with them and sign the collection register. A proforma is available from the Examinations Officer.

Once issued, certificates cannot be replaced by the school if lost or damaged. It is very expensive to obtain new certificates and you must obtain them by contacting the exam boards directly. It is vital you collect your certificates, the school is obliged to hold certificates for a minimum of 12 months only.

If you have any further questions please do not hesitate to contact the school.

Yours sincerely

Dr S Reasons (Leader of Learning Year 11)

