

DM/LL/exams

5<sup>th</sup> July 2021

Dear students, parents and carers,

I am writing to inform you of arrangements for Year 11 results day which is going to take place on Thursday 12 August this year. As you will appreciate, owing to COVID-19 restrictions we will have to change our arrangements to ensure students and staff are kept as safe as possible. We would normally run results day from 10am -12.30pm, however we have made the decision to allow collection to take place from 9.00am onwards to ensure we can get results out as quickly as is safely possible. We are also broadening our methods of distributing results and students will have the choice of the following:

- **Collecting results in person** (students will be given a 5 minute timeslot from 9.00 onwards to collect their results. Slots will be allocated alphabetically according to the register and we anticipate we can complete this process by 12.30pm. Students and staff will be socially distanced and students will be asked to sanitise hands as they enter the building and wear a face covering).
- **A nominated person collecting results** (in this case, that person will need to bring a signed letter written and signed by the student giving permission. This should include the name of the person collecting the results and a contact telephone number for the student. The nominated person must bring photographic ID. As will be the case if the student was collecting in person, an allocated timeslot will be given. Visitors must wear a face covering).
- **Receiving results by secure email** (Results will be emailed out to students who request this method after 12.30pm on results day. Students must email [llaycock@chaucer.sheffield.sch.uk](mailto:llaycock@chaucer.sheffield.sch.uk) from their own personal email address prior to results day to request their results via email. Please note that we cannot send results to parent's email addresses).
- **Receiving results by post** (in this case, results will be sent via first class post on Thursday 12 August to the address we currently have. If your address has changed, school will need to be informed).

**We are opening an online survey on the school website which will run from Tuesday 6 July until Wednesday 14 July, on which students will be able to state their preferred method of collecting their results. Please do ensure that your son/ daughter completes this so that we are able to move forward with arranging timeslots.**

An individual statement which shows the exams each student has been entered for is enclosed with this letter.

The results pack each student will receive on results day will explain the follow up support we will offer them. We will already know who the students are who have not managed to get the grades needed for their Post-16 courses, and our highly trained Careers Adviser will be available from 11am in school to offer guidance and support. Representatives from some colleges will be in school from 9.00am until 12.30pm.

A letter in the results pack will also contain information on how students should enrol with their Post-16 provider and, if they are not happy with their result, how to request an appeal of their grade. Email addresses will be provided for the key staff who will be able to give further support in the period following results day.

Please be aware that school will not be able to share specific details around the grading process and we urge all parents and students to read the information on the exams section of the website before results day. Information on the appeals process will be posted on our website in the forthcoming weeks.

Anyone with COVID-19 symptoms and/or a positive test should follow Public Health guidance and isolate for the appropriate number of days and we strongly advise students to conduct a test before coming into school.

I hope you can see that we are endeavouring to provide students with their results on the safest and most supportive manner we can in the current circumstances. If you have any questions about any of the information I have outlined, please do not hesitate to contact me at the following email address [dmountford@chaucer.sheffield.sch.uk](mailto:dmountford@chaucer.sheffield.sch.uk).

Kind regards

*D Mountford*

D Mountford  
Assistant Headteacher