July 2022

Dear XXXX,

**KS4 Results Day Thursday August 25th 2022**

KS4 GCSE and Vocational qualification results will be available for students to collect on Thursday 25th August at allocated times in the Sixth Form Hub.

**Your allocated appointment time is: XXX**

Students attend the hub to collect their results without parents due to the limited space available but parents are welcome to wait outside the hub and are welcome to come along to the sixth form appointment if one is needed (see below).

For students who are not able to attend school on the day to collect their results, the envelopes will be posted home at the end of the school day. If a student would like someone else to collect their results, they will need to e-mail the exams officer ([examsofficer@cdarwin.com](mailto:exam%20officer@cdarwin.com)) in advance, saying the following:

"I give permission for XXX to collect my examination results on my behalf. XXX will bring a copy of this email and their ID to the results day". **We will not be able to release results to another person unless this has been arranged in advance.** If you will be on holiday on results day and will need to confirm your Charles Darwin Sixth Form place, please e-mail Ms Kelly on LKe@cdarwin.com

**Students who have applied for places in the sixth form will have a colour-code on their results as follows:**

**Green -**have met the criteria for their sixth form choices. If they are still happy with the subjects they have chosen and have met the criteria for these, they should complete and sign their options form with a member of staff, collect a Welcome Pack and can then leave the sixth form hub. If they wish to discuss a change to their A-Level choices, they should go to the sixth form desk to make an appointment.

**Yellow -** have not quite met the required entry criteria for the chosen courses. If you still want to join the sixth form, go to the sixth form desk to make an appointment for an interview with a member of staff to discuss your choices.

**Red -** have not met the required general entry criteria for sixth form. If you want to discuss this with a member of staff, go to the sixth form desk to make an appointment for an interview with a member of staff. If you have an alternative plan and do not need any further advice, you just need to let us know your next steps as you leave. We would remind students who were not meeting the entry criteria for sixth form on their last school report to ensure they have an appropriate alternative option available, for example a college course or apprenticeship. If you need any support with this, please e-mail Mrs Gater on JGa@cdarwin.com. A careers advisor will be available on results day to give advice to students who need it.

We anticipate that most of the interviews to discuss sixth form options/places will take place on the 25th August but in some cases, students will make an appointment when they collect their results which will be for later in the same day.

**Please note the following**:

* School Staff and a careers adviser will be available to assist students in making decisions around their sixth form courses, college or apprenticeships. Parents will be able to attend these appointments, which will be in the hub training room
* All students collecting results will need to confirm what their next steps are as they leave as we are required to keep a record of this information.
* Information about review of results and access to scripts is on the attached sheets.
* Your Hoodies will be available for collection from the hub on results day.
* The results slips given on results day are NOT your certificates. You will need to return to school to collect your certificates after they have been sent to the school from the examination boards, this is usually around mid-November-you will be notified when these are available for collection.
* We will however be hosting a Celebration of Success evening for all students who have gained A Level, Vocational and GCSE in September. The proposed date is 22nd September from 7pm. Students, parents and award winners will be notified nearer the time.

If you have any questions about any of these arrangements, please do not hesitate to get in touch.

Yours sincerely

Louise Kelly

Assistant Headteacher