

### IMPORTANT NOTICE: EXAM RESULTS



Exam results can be collected from the Old Hall at 9am on the following days:

- **Thursday 18<sup>th</sup> August AS and A-Level**
- **Thursday 25<sup>th</sup> August GCSE**

If you are unable to collect your results on these days your result slip will be available from Reception after the appropriate results day. Please note the holiday opening times.

If you can't pick up your results in person you must either provide a stamped addressed envelope prior to the day (small letter size) or nominate someone to collect them on your behalf and provide them with a written note to bring with them on the day.

### **EXAM CERTIFICATES**

There will also be an opportunity on results days for pupils to pick up exam certificates from previous exams – this is an important opportunity as students may need their certificates for future reference N.B. The school is only obliged by the exam boards to keep certificates for 1 year.

### SCHOOL OFFICE OPENING TIMES DURING THE SUMMER HOLIDAYS 2016

**School office staff will be available on the following days and times:**

Wed 20 July to Fri 22 July	8am to 12pm
Mon 25 August to Fri 29 July	9am to 12pm
Mon 15 August to Fri 19 Aug	8am to 12pm
Wed 24 August to Fri 26 Aug	8am to 12pm
Thurs 1 Sept to Fri 2 Sept	8am to 4pm



**These dates and times may sometimes vary due to sickness / unforeseen circumstances.**

If you contact the office and are unable to speak to someone directly, please leave a message and a member of staff will endeavour to get back to you as soon as possible.

**All staff return on Thursday 1<sup>st</sup> September and Friday 2<sup>nd</sup> September (INSET Days), all pupils return on Monday 5th September**