



## RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

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Interim Headteacher: Rob Hullett BSc NPQH

July 2016

Dear Student

### **YEAR 12 RESULTS DAY ARRANGEMENTS**

For students who sat external examinations in May/June 2015; your **GCE** results will be available for collection from **9am – 12 noon on Thursday 18<sup>th</sup> August at the Upper School.**

If you are unable to attend in person, a relative or friend may collect your results providing they come with ID and a letter signed by you saying that you are happy for them to collect the results on your behalf. This includes parents as your results are confidential.

We are sorry but we are unable to give out any results over the telephone.

Any results not collected on the day will be posted to your home address. If you would like your results to be posted to an alternative address, we will require a signed letter from you before 19<sup>th</sup> July.

**If on receiving your examination results you are unhappy with the Grade or Mark you may pursue a result enquiry. Please take the time to read the information on the school website regarding enquiries about results (EAR's).**

Attached is a **sample** of what you will receive on results day (statement of results). This highlights how your grades will be presented to you.

**Exam certificates** will be available to collect from the **Exams Office from mid November 2016**. This is a provisional date, we will write to you again in November to inform you when we have received your certificates. We do not routinely post certificates as they are very expensive to replace should they go missing, however if you would like us to post them you will need to send a cheque or postal order for the attention of the exams officer for £10, to cover the cost of packaging and postage by special delivery, made payable to Raine's Foundation School.

Please note that in accordance with JCQ regulations certificates will **only be kept for one year from the date of issue (November 2017)**; it is therefore very important that you collect your certificates within this timeframe; failure to do so will result in you having to contact the exam board directly and paying for replacement certificates.

If you have any queries, please do not hesitate to contact me (preferably via email).

Yours faithfully

J Bradbury

Examinations Officer

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