

June 2019

Dear Parents

I hope that your son feels that the GCSE exams have gone well for him. We would be grateful if you could note some important information below.

Your son's GCSE results will be available at School on Thursday 22nd August at 9.00am in the Queen's Hall. If your son cannot collect his results in person, he can either:

- Provide Mrs Hogarth, the Exams Officer, with a stamped addressed envelope by **Friday 5 July**. Your son's results will be posted to him on Results Day.
- Email exams@rgshw.com for a nominated person to collect his results on his behalf (please note that the nominated person must produce a form of ID on the day). This request can only come from your son and not a third person due to the Data Protection Act. The emailed request, which must be sent from your son's school email account, needs to be received by **Friday, 5 July**.
- In exceptional circumstances, if your son is abroad, he may request for his results to be emailed to his school email address. Results will be emailed after midday. Your son should email exams@rgshw.com with the request, stating the reasons. The request must be sent from his school email account and contain his full details and his exam candidate number. The email needs to be received by **Friday, 5 July**.
- Results that have not been collected will be retained in school.

We will not be giving results out over the phone.

In the results envelope will be a form on which will be your son's final choice of Year 12 subjects. This may have been amended by the School in the light of his GCSE results. **This confirmation form (with amendment if needed) must be returned to the School by 9am on Friday, 23 August.** This is a change to the previously advertised time because we have a very large number of external applicants this year and they will be being offered places from Thursday onwards so a prompt return, preferably on Thursday, is essential. If it is not possible to return the form in person, please contact the School (Miss Munday) by email at hmr@rgshw.com or telephone the School Reception on 01494 524955. The School Reception will be open from 8am for receipt of final choice forms. A copy of the Year 12 subject columns and reply slip will be found on the School's website in the Parents section under "Letters to Parents".

A member of staff will be available on Thursday, 22 and Friday, 23 August if you or your son would like any advice or help. To make such an appointment please contact the School Reception on 01494 524955 as soon as possible after collecting the results.

Yours faithfully

D P Gallagher
Head of Year 11