

June 2019

Dear Parents

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

Your son's A Level results will be available at School on Thursday 15th 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.

A member of staff will be available on Thursday, 15 and Friday, 16 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

S Tan
Head of Year 13