

21st May 2021

Dear Year 11 Student and Parent/Carer(s),

We hope you and your families are well and keeping safe. Thank you for your resilience and continued dedication to your studies. You have been a credit to yourselves, the school, and your families during the assessments.

I am writing to share key information regarding Year 11 Results Day which will take place on 12th August 2021. In addition to reminding you about how to make a student representation regarding mitigating circumstances.

Making a representation regarding mitigating factors:

If you feel the evidence your teachers plan to use is not representative of your knowledge and ability, you will be given the opportunity to make a Representation. This is to make sure you are not disadvantaged in any way as there may be mitigating circumstances that prevented you from producing the work you are capable of in that specific piece of evidence.

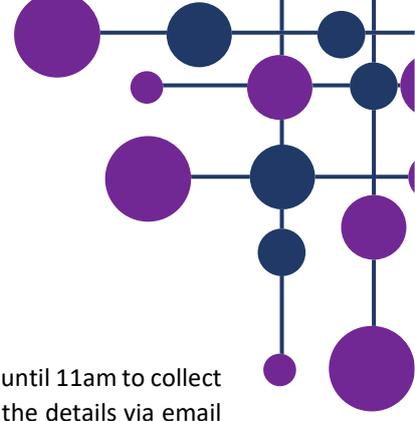
Examples of reasons why you may not feel a particular piece of evidence represents your ability and knowledge may include, but is not exclusive to:

1. Illness or absence from school (such as due to Covid-19) on the day the piece of evidence was produced;
2. Periods of illness or absence from school (such as due to Covid-19) prior to the day the piece of evidence was produced;
3. Periods of illness or absence from school (such as due to Covid-19) when the subject of the piece of evidence was taught;
4. Caring for a family member or relative who was ill on the day or around the day the piece of evidence was produced;
5. Bereavement of a family member or close family friend on or around the day the piece of evidence was produced;
6. Known reasonable adjustments, that would be expected to be in place, were not in place when the piece of evidence was produced.

If you would like to be reminded of the representation process please view the stream video that can be found on the school's website.

If you feel that you would like to make a Representation, **I would encourage you to make this as soon as possible. The deadline for making the Representation is Friday 4th June 2021 and any made after this date will not be considered.** The Representation must be made in writing by completing the form 'Student Representation Regarding the Evidence Base' which can be found on the school's website. It should be submitted via email to royds.grades@sharemat.co.uk.

If the proposed evidence is not suitable to be considered due to the student's circumstances, alternative evidence will be sought to replace the initial evidence. This is to ensure a wide spread of evidence is used to determine the Teacher Assessed Grade (TAG). This is likely to include the sitting of a 'shadow' assessment paper or other appropriate sources of evidence. If the proposed evidence did not include reasonable adjustments that would be expected to be in place. Your teacher will take this into consideration in determining the TAG.



Results Day: Key Information

Results Day this year is on **Thursday 12th August 2021**. The school will be open from 8:30am until 11am to collect results. If students would like someone else to collect results on their behalf, please send the details via email to Ann.booth@sharemat.co.uk. Alternatively, if students would like the results posted home, please fill in the form below and provide a stamped addressed envelope (a small envelope is fine). **Please note that if posted, students and parents/carers will not receive your results until after the date above.**

Important Procedures for the day

- Students will collect their results from the Sports Hall. They will enter the Sports Hall via the fire exit facing the Tennis Courts
- Students MUST come to school at the allocated time below so we can avoid large queues and manage social distancing
- Signage will be in place to show the one-way system that will operate to safeguard all students
- The queue will follow the social distancing guidance of two metres.
- On entering the Sports Hall students will need to use the hand sanitiser
- Students must collect the results from the Sport Hall on their own (we are sorry but we must reduce the COVID-19 risk to all).
- The school will have the ability for students to book a telephone consultation with the Careers Advisor
- The Senior Leadership and the examination team will be available to answer any questions regarding results

Certificates

Certificates arrive during the Autumn Term after results have been issued. GCSE Certificates will be handed out during a Key Stage 4 (KS4) Awards Celebration Evening. This will take place in November or December, the date will be confirmed in due course. Exam boards state that certificates which aren't collected may be destroyed after one year. We would therefore advise that if students are unable to attend the Awards Evening, please collect certificates as soon as possible after the Awards Evening has taken place. Please note, if you subsequently require a replacement certificate, you would be required to pay the examination boards fee. The certificates must be collected in person from Main Reception at school. Unfortunately, we are unable to post certificates home.

Please see below for your allocated time to attend on Thursday 12th August to collect your results:

Alphabetically by surname	by	Time to collect result on 12 th August
A - B		8:30am
C - G		9:00am
H - J		9:30am
K - P		10:00am
Q - Z		10:30am

If you have any questions about the information in this letter, please do not hesitate to contact me at school on 01484 463366. Take care and stay safe!

Yours sincerely,

J Donnelly

Mrs J Donnelly

Deputy Headteacher