



Saint Joseph's
CATHOLIC SCHOOL

23rd June 2023

Results Day 24th August 2023

Dear Students

I am writing to inform you of results day on Thursday 24th August. We will be inviting you to come into school between **10am – 12noon**.

It is recommended that you collect your results in person, however, if there are any extenuating circumstances where this cannot happen results can either be collected by a nominated person or emailed to an email address of your choice.

I have enclosed the candidate permission form to be completed should you not be able to attend in person, these forms can only be accepted if signed by yourself. If a nominated person is selected, they must provide photographic ID when collecting your results, any email requests will be sent on the afternoon of the 24th August.

Please return any forms to me prior to **21st July**.

Any results not collected will be sent to your home address by 2nd class post. If you have moved house or will be moving house it is important that we are informed of your new address as soon as possible.

I would also like to make you aware that our careers advisor will be available on results day, between 10am and 12 noon, should you have any queries regarding college or your next steps.

Yours sincerely

Miss Y Ryder
Exams Officer



CANDIDATE PERMISSION FORM: Results collection

Results day: Thursday 24th August 2023

You should plan to collect your examination results in person, from school between **10am – 12 noon**.

If you cannot collect in person and wish your results to be collected by another person or emailed to you, please complete the information below.

Email results:

- Ensure you clearly write the email address you want your results sent to as the school is not responsible for unclear writing or where an email is returned undeliverable.
- Your results will also be posted 2nd class
- It is recommended that you check your spam filters
- The last date for email requests is the end of school term
- The results will be emailed on 24th August between 1pm – 5pm UK time. No further guarantees can be given as to exact times. Do not phone to chase your results as priority is given to those students who have attended school in person to collect results.

Collection in person by representative:

- Ensure that the person who comes to collect your results has photographic ID or we will not be able to release the results and they will be posted.

Uncollected results will be posted out at the end of results day by 2nd class mail to the address held on our system¹. If you require your results by either method below, please tick the relevant box and complete the required information.

Candidate name			
<input type="checkbox"/> Results should be sent to my email address: <input type="checkbox"/> I give permission for my representative: to collect results on my behalf. I confirm that my representative will provide photographic ID on collection			
Candidate signature			Date

¹Any change of address should be notified through the official change in details process. The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.

Only permission forms with a student signature will be accepted. Completed forms should be returned to Miss Ryder