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Principal:  
Jacqueline Hughes-Williams

Re: Results Day

Dear Parent/Carer

As we can all appreciate, the issuing of results for A Levels and GCSEs will run slightly differently from previous years. This information is intended to help you understand the process this year and make clear, for those of you who have had children go through different results days in the past, what to expect.

## Results Day

- **A Level Results: Tuesday 10th August**
- **GCSE Results: Thursday 12th August**

## Issuing of Results

As in previous years, your child will be able to access their results through INSIGHT from 8.30 AM. It is clearly incredibly important that your child has ensured they can access INSIGHT and that their password has not expired. If they experience any difficulties it is very important that they email [PasswordReset@heart-england.co.uk](mailto:PasswordReset@heart-england.co.uk) as soon as possible to ensure that their password can be reset well in advance of their respective results day (please note that the password reset information will be sent to the Priority 1 parent/carer contact stored on the system).

## Coming into school

We are really pleased to be able to offer students the opportunity to come into school to collect their results. Clearly this is entirely optional but staff would be delighted to be able to offer their congratulations to students on such a significant day, especially having not seen so many of them for so long! Students will be able to collect their results at school from 8.30am.

In order to ensure appropriate social distancing, we will need to operate the collection of results differently from previous years. Firstly, only the students will be able to access the school site to collect their results. They would need to arrive using the student entrance onto the school yard next to the Sports Hall. Members of staff will be on hand to then direct them into the Sports Hall where we will set up tables in alphabetical order for students to collect their results.

Should a student be unable to collect their results, we will ensure that these are posted home.

## Help, Support and Advice

Some students may want to access additional support and advice. There will be members of staff on hand to answer, as best they can, any questions that students may have and offer advice. Our careers adviser will also be available for both A Level and GCSE results. So that we can offer some degree of privacy for these conversations, we will be making use of the gym as an additional space.

We appreciate that parents/carers may well have questions. In order to manage these we have set up an email address [results@heart-england.co.uk](mailto:results@heart-england.co.uk) where you (or your child) can contact us to arrange follow up conversation by telephone. If you need to email us, please



specify in the subject line *A Level or GCSE query*, followed by your question(s) so that an appropriate member of staff can contact you, please remember to include the best number for us to call. Please be aware that we cannot share your child's grades with you; this is their personal information. We can offer help and advice on next steps but we cannot inform you of their grades.

## **Enrolment for Sixth Form**

For all of our Year 11 students who meet our Sixth Form's entry criteria, we will email them on the morning to confirm that they have met the entry criteria. There will be a subsequent email later that morning with their subject choices; if there is no change they should follow the instructions in the email to confirm their enrolment.

If a student wishes to change any of their option choices, they will need to follow the steps outlined in the email they receive, indicating to us which subjects they wish to swap and await further contact to confirm that this is possible. **We cannot guarantee that we are able to accommodate such late requests for option changes.**

## **Enrolment must be completed by 4pm on Friday 13th August.**

### **Students who did not apply**

We will, as a courtesy, email all students who meet our entry criteria. We recognise that the uncertainty of this year may mean that some students who had not originally applied to join our sixth form may reconsider this choice. **However, there will be very limited places available and we cannot guarantee that any application will result in a place.** We will manage these applications and allocate places based upon a first come, first served basis.

### **Leavers Hoodies/Yearbooks**

Year 11 students will be able to collect any pre-ordered hoodies and yearbooks in the Sports Hall when they collect their results. Please note that the deadline to place orders in Monday 5th July. Please use the online shop <https://wav.ee/hofeschool21>

### **Locker Keys, ParentPay and Books**

Please can we take this opportunity to remind parents/carers to ensure that any outstanding debits on your child's ParentPay account should be settled prior to results day. If any Year 11 students have not yet returned their locker keys or still have textbooks that were lent to them by staff, results day is the perfect time to return these. Any unreturned locker keys or items will incur a £5 charge.

### **Appeals**

JCQ have now published the guide to appeals processes for this summer. Towards the end of this term we will send to you a summary of the process for you to read or have as reference should it become necessary following results. There is already a lot of information in this letter so we will communicate about the appeal process as a separate, standalone document.

Yours sincerely

Miss Owen  
Assistant Principal  
KS4 Progress Leader

Mrs Theay  
Assistant Principal  
Head of Sixth Form