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Dear Parents and Carers,

As the college year draws to an end I would like to clarify arrangements for the end of term, collection of results, and the start of the next academic year.

End of term

Sixth form lessons finish at lunchtime on Thursday 20th July. Students are welcome to use The Core or Independent Study during that afternoon. Buses leave at the normal time.

Collecting AS-Level and BTEC exam results

Results day this year is Thursday 17th August. There are 4 ways students can collect their results

1. **Attend in person** - between 11am and 12.30pm
2. **By email** – They need to collect an *alternative arrangements form* and return it to Sarah Thomas with the details.
3. **By post** – They need to collect an *alternative arrangements form* and return it to Sarah Thomas.
4. **By proxy** – They need to collect an *alternative arrangements form* and return it to Sarah Thomas. Please be aware that we will not be able to give their results to anyone who is not named on the form.

What to do on and after results day

AS-Level

Please note that in a non-reformed A-Level subject a 'C' grade is required at AS to automatically progress on A2. For reformed subjects a minimum of a 'D' is required for automatic progression.

- If your son/daughter has already dropped the subject they sat at AS-Level then they are not required to do anything.
- If your son/daughter is waiting on the results to decide which subjects they wish to continue with next year then they should email Sarah Thomas with their choice by Tuesday 22nd August.
- If your son/daughter hasn't achieved the grades for automatic progression then it is really important that they phone Sarah Thomas to arrange an appointment with a member of the Sixth Form Leadership team to discuss their options. These meetings will take place on the 17th and 18th of August.

BTEC results

No action is required until the start of term.

Starting Year 13

Lessons for all Year 13 students start on **Tuesday 5th September**. They should arrive at the college no later than **8.30am** to collect their timetables from their tutors. Lessons will start promptly at 8.50am.

I wish all our students an enjoyable and restful summer.

Yours sincerely

Lorna Conroy
Head of Sixth Form