



# THE BURGESS HILL ACADEMY

Our ref: ASE/JBY

June 2018

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Principal: Jon Francies

Dear Year 11 Student,

Please find below some **very important** information concerning **LEAVING SCHOOL**, your **GCSE RESULTS**, **COURSEWORK** and **GCSE CERTIFICATES**.

## **LOCKERS, TEXTBOOKS AND SCHOOL EQUIPMENT**

Students must clear out their locker by the end of their last exam. Any lockers not emptied by the 29<sup>th</sup> June will have padlocks and contents removed. Any books or equipment borrowed from, loaned by or issued by The Academy must be returned before the end of June. Failure to do so may result in charges being applied or results being withheld until the matter has been satisfactorily resolved.

## **RESULTS**

Your GCSE results will be available for you to collect between 10.00am and 10.45am on Thursday 23<sup>rd</sup> August 2018 from the Reception Area at the School. Please do not arrive at School before this time.

Results not collected by 10.45am will be posted first class. Please note that if you are unable to collect your results in person, you must provide written permission to Mrs Blacklay authorising a nominated person to collect them on your behalf (e.g. your parents). Results will not be emailed.

## **RESULTS APPEALS**

In some circumstances, you may feel that your result in a subject does not reflect your expected performance/outcome. In these cases, results may be appealed. If you do wish to query a result please get a parent/carer to email me at [asnape@theburgesshillacademy.org.uk](mailto:asnape@theburgesshillacademy.org.uk) in the first instance detailing the subject and nature of the grounds for appeal. In addition, please copy in the Exams Officer using the email [jblacklay@theburgesshillacademy.org.uk](mailto:jblacklay@theburgesshillacademy.org.uk) in the CC box.

We will be in school on Thursday 30<sup>th</sup> August to review any queries. Appeals costs do vary across exam boards and subjects and we will advise you of the cost before you have to commit. No appeal will be processed without payment being received first. Please also be aware that marks may be moderated down or up or stay the same.

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## **COURSEWORK/CONTROLLED ASSESSMENTS**

If you would like to collect coursework/controlled assessments that you have completed for your GCSE/Cambridge National courses, it will be available for collection after school between 3.05pm and 3.50pm on **Tuesday 8<sup>th</sup>, Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> January 2019 ONLY.**

The length of time we have to retain work is a restriction imposed by JCQ and the examination boards; please do not come into school asking for your work before these dates. If there is a problem with these dates, please contact the school to arrange another mutually convenient time.

**Any work unclaimed after 1<sup>st</sup> February may be destroyed.**

## **CERTIFICATES**

Once you have received your results you will, no doubt, be looking forward to receiving your certificates. We wish to recognise your achievements and for this reason, we like to make the issuing of your certificates a special occasion by organising a Presentation of Certificates Evening. This year it will take place on **THURSDAY 22<sup>nd</sup> NOVEMBER 2018** in the Barnden Hall at 7.00pm. This is always a popular and enjoyable event; a time for reunion, sharing your new experiences and catching up with all the latest news. **A letter of invitation to this event, with a reply slip, will be issued with your results. It is imperative that you return the reply slip in order to secure a place, as numbers at this event have to be limited due to safety regulations.**

## **CERTIFICATES WILL NOT BE ISSUED UNTIL THIS EVENT**

Please note that if you are unable to collect your certificates on the evening of the presentations, you will be able to obtain these from A-block Reception on any school day before the Friday 8<sup>th</sup> December 2018. I regret that we will be obliged to charge a search fee of £5 for the issue of certificates after that date.

**IMPORTANT:** No certificates will be posted to candidates. They **MUST** be collected from school. **Please note that all uncollected certificates will be returned to the examination boards in September 2019.**

**GCSE certificates are important documents and should always be kept safely by you, as they are the only acceptable proof of your qualifications. If you lose your certificates, they are both difficult and expensive to replace.**

May I take this opportunity to wish you every success in your future; please do keep in touch with The Academy and I look forward to seeing you in August.

Yours sincerely



Mr A Snape  
Senior Assistant Principal