

Wednesday, 19 June 2024

Dear Parents, Carers and Students

**Re: Y11 GCSE Examination Results Day
Thursday 22nd August 2024**

9 am – 10:30 am

We are inviting year 11 students into school to collect their GCSE results on the above date. Students should enter the building via the Main Reception and make their way to the Auditorium to collect their results. Friends and family are, of course, very welcome to wait outside the Main Reception.

What if my child can't attend Results Day?

If your child cannot attend Results Day the following options are open to them:

- Your child can authorise a nominated person to collect results on their behalf. A letter of authorisation (template on next page) will need to be given to their nominated person to bring in on the day. Alternatively, the letter of authorisation can be brought into school and handed to the Exams Officer, Mrs Whillans, before the end of term. When collecting the results, the nominated person will need to bring in suitable identification e.g. driving licence, photo card or passport.
- Your child can have their results posted to them. If your child would like their results posting, they must provide a stamped addressed envelope to the Exams Officer, Mrs Whillans, before the end of term. If an envelope is not provided, then we will not be able to post their results.
- Finally, if neither of the above options is possible, students will be able to collect their results from the school reception from Monday 2nd September.

Unfortunately, results cannot be emailed or given over the phone.

The details in this letter should be read carefully and kept in a safe place for future reference. If you have any queries about, or foresee any difficulties with, the collection of results, please email exams@didsburyhighschool.org.uk.

Yours faithfully

Didsbury High School



DIDSBURY

HIGH SCHOOL

Letter of Authorisation Template:

Either write this out on a piece of paper or print this page and complete it.

I, _____ (student name), give permission for _____
_____ (nominated person's name) to collect my GCSE
results on Thursday 22nd August, 2024.

He/she/they will bring proof of identity and a copy of this notification to enable you to
release my exam results.

Yours faithfully,

Signature: _____

Name: _____

Tutor Group: _____

Candidate Number: _____

This form can be given to the Exams Officer before we break up for summer or can be
handed in when collecting exam results by the nominated person named above.

Office Use Only: I.D. Checked? – Please initial