

July 2021

Dear Year 13,

I hope that you are well and have managed to have a break after your A levels. We are so proud of how well you have coped with the impact of COVID over the last 18 months. This letter should provide you with the information that you need in advance of Results Day.

Results Day Arrangements Tuesday 10th August 8.30am

Our plan is to keep social contact to a minimum as case rates may well still be high by mid-summer, however we still believe it is important for you to be able to come into school and collect your results in person. We will not all be able to socialise inside the Sixth Form Centre but we do want the opportunity to see you and to personally give you your results. We would ask all students to enter the school via the road gates near the leisure centre and cross to the back door of the Sixth Form Centre. We will be issuing the results envelopes from the coffee bar area and then ask you to leave via the side coffee bar door. You will be able to meet friends on the playground area outside.

Normally we would welcome parents and carers onto site to be part of the celebration of results day, however again this year we will need to ask your parents/carers to remain in their cars. Once you have received your results you will have to ring them or go and see them as soon as possible as I know they will want to hear about your achievements!

Please note results cannot be given out over the phone or by email, and can only be collected by you or a person authorised by you. Therefore, if you are unable to collect your own results an alternative person can be nominated. This must be by prior arrangement before results day.

There are two ways to do this:

- Send a letter of authorisation to the school signed by you for the attention of Mrs A Bibby clearly stating who can collect your results
- Send an email, with **Exam Results** as the subject, to Mrs Bibby at sbibby@phs.cheshire.sch.uk from your own email address and clearly stating who can collect your results

Please note that we are unable to accept emails or letters from parents and we cannot give out results on the day to anyone other than you unless a letter or email has been received into school from you prior to Results Day.



In your results envelopes there will be a copy of your results which you must keep safe until your formal certificates follow in autumn. If you are moving on to a university course or apprenticeship the provider will ask to see a copy of your results.

If, after receiving your results, you want to talk to a member of the Senior Leadership or Sixth Form teams or would like assistance from our Careers Adviser please send an e-mail to exam2021@phs.cheshire.sch.uk. Please include a contact telephone number in your email. Please do not re-send your email, send messages to any other school email address or leave telephone messages as these may not be accessed during this busy time and so could be missed.

There will be staff in school from the Senior Leadership and Sixth Form teams all day (9am to 2.30pm) Tuesday 10th to Friday 13th August and they will be more than happy to help and support you. (Please remember that Thursday 12th August is GCSE results day so it may take staff a little longer to get back to you).

Should circumstances change regarding any future lockdown guidelines we would contact you regarding updated arrangements for collection of results.

What can I do if I am not happy with my results?

We hope that you will be happy but if you are not please do talk to us about your results, either on results day or via email exam2021@phs.cheshire.sch.uk

You have several options.

Appeal Process

You can choose to appeal your result if you think the grade is wrong. You must be aware that this year there is no grade protection and **your grade could go down** as a result of an appeal. Once you have applied for a centre review or appeal you cannot withdraw that application.

Appeals must be made in writing by you and not by your parents/carers. If you want us to talk to your parents you must give us written permission to do so.

The form can be found at

https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf

Further guidance on appeals can be found at <https://www.phs.cheshire.sch.uk/exam-info>

There are two stages of appeal.

Stage One: Centre Review

This is not a review of academic judgement but is a review because you think there was an administrative or procedural error in the way in which your grade was determined.

The school deadline for a centre priority review is **9am on 16th August** - a priority review is only for students applying to higher education who did not attain their first choice of University.



The school deadline for centre reviews for all other students is **9am on 31st August**.

Will my University hold my place while I appeal?

UCAS has encouraged Universities to move their advisory deadline to 8th September but they do not have to do this. You may want to ask this question before you decide to appeal.

After a Centre Review has concluded

Stage Two: Appeal to an Awarding Body

Following the centre review, if you are still unhappy you can then appeal to the awarding body. The grounds for this appeal are:

- You think we have made an administrative error
- You think we have made a procedural error
- You think we made an unreasonable academic judgement when grading

School deadlines for these appeals are **9am on 19th August** for priority appeals and **9am on 13th September** for all other appeals.

Autumn Series Exams

It is also possible for you to sit exams in Autumn, the final date for A Level entry is **3rd September** and for GCSE it is the **24th September**.

A level exams will be in October and GCSE exams will be in November and December.

You will receive an updated version of this letter on results day. We look forward to seeing you on 10 August.

Yours sincerely,



Matthew Dean
Headteacher

