

13 July 2020

Dear Student

Re: Results Day Procedures for Thursday 20 August 2020.

The school will be open for you to collect your results on 20 August. Due to the current COVID situation, we ask that you arrive using the gate off Manor Road and use the one way system into the TLC, ensuring that you keep the required social distance measure. To ensure we limit the number people on site at any one time, you may bring one person for support and arrive in accordance with the table below:

9:30 am	Surnames starting with A	10:45 am	Surnames starting with K or L
9:45 am	Surnames starting with B	11:00 am	Surnames starting with M
10:00 am	Surnames starting with C or D	11:15 am	Surnames starting with N, O, P, Q or R
10:15 am	Surnames starting with E, F or G	11:30 am	Surnames starting with S
10:30 am	Surnames starting with H, I or J	11:45 am	Surnames starting with T, U, V, W, X, Y or Z

If you are unable to collect your results in the time slot above, you can nominate someone to collect them on your behalf but you **must** complete and bring the authorisation for collection on my behalf form with them, when they collect at your selected time above.

Any uncollected results will be sent via the post to your home address. As a reminder, if your details have changed, please contact the school so that we can update our systems to ensure that non collected results are sent to the correct address.

The statement that you will collect is not your certificates and these will be available to collect from the school from 30 November 2020. Further details on this, will be included in your results day envelope.

If the current COVID situation changes, an update will be put on the school website.

If you have any queries regarding results day please contact me on j.mckenzie@tsatrust.org.uk.

Regards



Miss McKenzie
Student Progress Manager