



The Priory School

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30th June 2021

Dear Parents and Carers,

I am writing to you regarding the arrangements for students collecting their GCSE results this summer and initial details of the subsequent appeals process.

Results will be available to be collected from school in person from 9.30am on Thursday 12th August. If the weather allows, we will conduct this process outside reception; envelopes will be in alphabetical order and will contain more detail about the appeals process and the revised Year 11 celebration event, to be held in the Autumn term when students come in to collect their actual GCSE certificates. To minimise numbers of people on site, we would ask that parents and carers do not accompany children to collect their results. If a student is unable to collect their results they can arrange for someone else to collect them on their behalf, but this must be communicated in writing to Mrs Langley, Exams Officer, prior to 12th August.

There will be senior staff on hand if any students wish to discuss their results in the first instance and we will receive appeals at stages 1 and 2 from 12th August. These will be monitored periodically until 27th August.

Appeals

There are three stages of the appeals process but school will only be involved in the first two.

Stage 1 is where a student believes that there has been an administrative error in relation to their grade or that the school did not follow its own procedures correctly in order to arrive at the grade. Stage 1 appeals will be handled by the school and we will respond to you in writing with the outcome.

Stage 2 of the appeals process can only take place once Stage 1 has been completed. This is where the student either feels that an administrative or procedural error has occurred and been overlooked by the school at Stage 1 or that an unreasonable exercise of academic judgment has been made in arriving at the grade. Stage 2 must be made through the school, who will then submit the appeal on the students' behalf to the exam board.

Please be aware that, as a result of both Stage 1 and Stage 2 appeals, grades could go up, stay the same or be moved down.

Results envelopes will contain the necessary information and link to the form you will need to use to make an appeal.

Year 11 students are now no longer on roll but we have retained parental / carer emails in order to be able to continue communicating with you prior to results day.

Should your email address change, please let us know via info@tpstrust.co.uk. We will also post any important messages on the school website in the 'Year 11 Leavers' section, which can be found in the 'Life at School' tab.

We look forward to seeing students on 12th August to receive their results and wish you all a wonderful Summer.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C Knight', written in a cursive style.

Mrs C Knight
Deputy Headteacher