**The Priory School**

Headteacher: A Pope BA (Hons) PGCE MA

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Thursday 12th August 2021

Dear Year 11,

Please find enclosed your GCSE examination results; we know what an incredibly tough time it has been getting to this point and wish you all the very best in the next stage of your journey. We will be contacting you soon about your (very delayed!) Leavers’ Event, which will be combined with collection of your GCSE certificates.

If you have any concerns about your results, please come and talk to us on Friday 13th August from 9-12 or contact your post-16 provider in the first instance. Information about Appeals can be found below.

**Stage 1 Appeals:**

If you wish to appeal, you must put in a Stage 1 appeal in the first instance. 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. This will be via email using the address you submit the appeal from, so please ensure you monitor this carefully.

**Stage 2 Appeals:**

If you have submitted a Stage 1 appeal and are not happy with the response from the school, you may choose to submit a Stage 2 appeal. **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.**

If you wish to appeal your result you can submit this directly to the school via [exams@tpstrust.co.uk](mailto:exams@tpstrust.co.uk) using this form <https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf>. Hard copies can be collected from reception on results’ day.

**Deadlines for Appeals**

Whilst the final deadline for appeals is Friday 3rd September, we have set internal deadlines to deal with appeals as swiftly as possible. We will, of course, process appeals up until the deadline but please remember that a stage 1 appeal must be dealt with before a stage 2 can be processed.

**Deadline for Stage 1 Appeals: Friday 20th August 9am**

**Deadline for Stage 2 Appeals: Friday 27th August 9am.**

Further information about the Appeals process can be found here: <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf> and you may also email [exams@tpstrust.co.uk](mailto:exams@tpstrust.co.uk), which will be monitored periodically.

**Please note that all communications relating to exams and appeals must be made via email to** [**exams@tpstrust.co.uk**](mailto:exams@tpstrust.co.uk) **OR in person on Friday 13th at The Priory School from 9-12.**

Yours sincerely,



Mrs C Knight

Deputy Headteacher