

8 July 2020

DH/YE

Dear Student

I would like to inform you of the arrangements for collection of GCSE examination results and the new term in September, for Year 12 students, which begins on Wednesday 2 September 2020. **It is important that you read this letter carefully.**

### **Examination results**

This year, due to safety concerns around COVID-19, our intention is for your GCSE results to be e-mailed to you on the morning of **Thursday 20 August 2020**. Please be reassured however that on results day members of Senior Staff and the Sixth Form Team will be available via telephone and e-mail until **1.30pm** to help with any enquiries regarding examination results and Sixth Form places.

### **Checking access to your school e-mail account**

It is vital that you are able to access your Carre's e-mails and do not forget your password. As part of the testing process for the publication of the examination results, you should have recently received a test e-mail to your school address. It is essential that you have checked this carefully to ensure that all the subjects for which you are entered are listed. The grades in all cases will say 'X'.

If there were any inaccuracies in terms of your personal details and subjects listed, you **MUST** let Mr Holland, Deputy Head [jamie.holland@carres.uk](mailto:jamie.holland@carres.uk) know **ASAP, if you have not already done so**, in order that the system can be updated to ensure you receive accurate information on results day.

If you have not received this test e-mail because you cannot access your account you must ask your parent or guardian to e-mail [icthelp@robertcarretrust.uk](mailto:icthelp@robertcarretrust.uk) from an e-mail address they have already registered with the school (the one they receive Teacher2parent messages to). We are unable to respond to password reset requests from unknown e-mail addresses. Please do this **ASAP**, in order that the system can be updated to ensure your account is live on results day.

### **Results Day Issues – who to contact**

1. **Access to e-mails/technical issues.** If on results day you cannot gain access to your e-mails then you will still need to ask a parent/guardian to e-mail [icthelp@robertcarretrust.uk](mailto:icthelp@robertcarretrust.uk) as above; if you are unable to do this then results will only be available by phone between 12 noon and 2pm on 20 August.
2. **For queries about your GCSE results.** If you are missing any results or have any questions about the results themselves you should e-mail Mr Holland, Deputy Head [jamie.holland@carres.uk](mailto:jamie.holland@carres.uk)
3. **For queries/requests for sitting in the Autumn 2020 series.** If you would like to ask questions or register to sit any of your examinations in the Autumn series you should e-mail Mrs Williams, Examinations Officer [tracey.williams@carres.uk](mailto:tracey.williams@carres.uk)

### **Information for students who are joining SJSF - Sixth Form option choices**

I have attached a copy of the requirements for all Sleaford Joint Sixth Form courses. **When you receive your results please check that you have met all the necessary requirements.**

If you **have** met the requirements for the options that you have chosen:

If you know that the subjects you want to do and they are those that we have on record for you (i.e. those that we confirmed in the letter you received in May when the Transition work became available), then you do not need to do anything further. Please e-mail Mrs Edwards [yvette.edwards@carres.uk](mailto:yvette.edwards@carres.uk) to let us know if you had previously chosen 4 subjects but now know which three you wish to study.

**What to do if you have not met the requirements for one or more subjects:**

If you have not met the entry requirements for your course(s) please contact Mrs Edwards [yvette.edwards@carres.uk](mailto:yvette.edwards@carres.uk) by e-mail, as soon as you receive your results. **In your e-mail you will need to give a brief overview of your situation / query and provide a telephone number so that a member of the Sixth Form team can get back to you to speak to you by telephone if necessary.** The Sixth Form team will be available by telephone until 1.30pm on Thursday 20 August to help you to select alternative option choices. It is important that changes are discussed on that day where possible.

In the meantime, if you are concerned that you might not have met the entry requirements for your current courses you should look at the SJSF prospectus in order to research alternative subject options that could be discussed on results day.

### **What to do if you have met the requirements but would like to request to change an option:**

If your Sixth Form base school is Carre's and you wish to change a subject option **and you have met the entry requirements for the course you wish to study** you will need to e-mail Mrs Edwards who will send you a 'request to change option choices' form. You will need to complete this and e-mail it back to her at [yvette.edwards@carres.uk](mailto:yvette.edwards@carres.uk).

**The deadline for receipt of 'request to change option choice' forms is Tuesday 25 August at 4pm.**

At this stage we will not be able to give you a definite answer to your request because much will depend upon the group sizes across the three SJSF schools. Some courses are very popular and the Heads of Sixth Form of the three schools will first need to meet to determine if your changes are possible. We will do our best to meet your request. You will be informed before the start of term **if we are not able** to meet your request.

### **Start of term arrangements**

If you have made the decision that you will not be taking up your place with us in the Sleaford Joint Sixth Form please e-mail Mrs Edwards to let her know by **Wednesday 26 August 2020** and let her know your post-16 plans.

#### **Wednesday 2 September 2020**

Year 12 students should go to the area outside Carre's reception at 8.40am. You will be expected to follow the Sixth Form Dress Code (copy attached) on the first day of term. There will be a list of tutor groups and your tutor room displayed on the window of Carre's Main School Office. Members of staff will be around and pleased to help if you are not sure where to go.

You should register with your tutor at 8.45am in your tutor room and you will be with your tutor for period 1. You will be issued with a copy of your timetable.

#### **Thursday 3 September 2019**

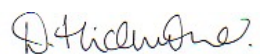
You should register with your tutor at 8.45am in your tutor room. Timetabled lessons periods 2 – 5.

### **Sixth Form Dress Code**

The dress code for all Sixth Form students is based on smart business wear. I have enclosed a copy of the dress code with this letter. Please share this with your parent/carer. Boys can purchase a Carre's Sixth Form tie from Carre's Main School Office at reception. The cost is £5.

I hope you are successful with your GCSE results and look forward to seeing you on the first day of term.

Yours faithfully



**Mrs D Hickmore**  
Director of Sixth Form (RCT)

Enclosures