

23 May 2025

Dear Pupil,

**Re: Results Day Procedures**

The GCSE exam results day is **Thursday 21 August 2025**.

The school will be open for you to collect your results from 9.00am to 11:00pm. These will consist of a Provisional Statement of Results and they will need to be signed for. Please make your way to the main hall on arrival at the school.

This statement is not a certificate and is only provisional. Certificates will be issued in late November, following any enquiries about results.

If you would like someone else to collect your results on your behalf then **THEY MUST BRING IN THE BELOW COMPLETED SLIP GIVING PERMISSION FOR ME TO RELEASE RESULTS TO THEM.**

If you are not going to be in the country and would like your results emailed to you then, please email me by **12 July 2025** on [anna.guest@tpa.tsat.uk](mailto:anna.guest@tpa.tsat.uk) to confirm the email address you would like your results sent to, I will not be able to accept phone calls or emails on the day requesting this.

At 12.00pm on 21 August, any uncollected results will be sent via the post to your home address. Please ensure that if you move between now and the 21 August, that you contact the school with these details to ensure your results go to the correct address.

If you wish to appeal any of your results then please contact Mrs Guest ([anna.guest@tpa.tsat.uk](mailto:anna.guest@tpa.tsat.uk))

If you have any queries regarding results day, please do not hesitate to contact me.

Regards,



Mrs A Guest  
Student Progress Manager



I would like ..... (Full Name)

to collect my GCSE results on 21 August 2025. Please bring identification.

**STUDENT'S FULL NAME ..... (please print)**

Signed ..... Date .....

Date of Birth .....

Address .....

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**Results will not be released without this signed letter.**

**The person collecting the results must bring their ID with them to prove they are who you have nominated**