



GCSE Results collection information - Thursday 12 August 2021

- Results are to be collected on the date stated above. Further details of where and when will be provided in the weekly Parental Bulletin sent to parents/carers before the end of term.
- Results envelopes will be grouped and sorted into alphabetical order by legal surname and will be signposted on arrival to the school.
- Students must observe social distancing guidance on the school site and must follow all instructions provided by Trinity staff whilst on site. Directions related to accessing and exiting the school will be available prior to the results days and on the day itself.
- Only the person collecting the results will be allowed to enter the school building.
- GCSE results will not be emailed to students or parents. Alternative arrangements as shown below are to be followed for results to be collected or received.
- **If a student wants their results to be collected by a nominated person, they will need to print out and complete the required information on the following page.**
- **If a student is unable to collect their results and wants them to be sent home, they must send an A5 stamped addressed envelope into Trinity Catholic School (FAO Karen Woldanski - Trinity Exams Officer).**
- Requests for either of the above must be with the school no later than **Friday 9 July**. If received after this date - we cannot guarantee results will be given or posted out.
- Stamped addressed envelopes will be posted to the student on the Thursday of the respective results day, but only if a stamp is provided.
- ***Any change of address should be notified via email to kwoldanski@tcs.lourdesmac.org.uk***
- ***The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.***
- Uncollected results will be available in school for students to collect from **Thursday 2 September**. Prior contact must be made with Mrs Woldanski to arrange a time for collection. GCSE results will not be given to students turning up unannounced.

Candidate Permission Form - Results collection

Candidate name			
<p><input checked="" type="checkbox"/> I give permission for my representative to collect results on my behalf.</p> <p>Relationship to student:</p> <p><input type="checkbox"/> I confirm that my representative will provide photographic ID on collection, to verify their identity.</p>			
Candidate signature		Date	

Please note - if the nominated person collecting the results is not the same as the information we have been provided, the GCSE results will not be released.

This completed form should be returned to the Trinity Catholic School reception (FAO Mrs Woldanski - Trinity Exams Officer) no later than **Friday 9 July 2021**