



Monday 13th July 2020

Dear Parents/Carer

Important Information about UCAS Track and Results Day – Year 13 & Year 14

Congratulations to all of our Year 13 and Year 14 students who have worked so hard during their time with us in Sixth Form. I know it has been a difficult few months for the students and I trust they are now looking forward to results day on Thursday 13th August.

In light of the current situation and government guidelines on social distancing, students' A Level and BTEC results will be available on their EduLink account from 8am. Any students awaiting results for GCSE re-sits will be able to access these results from 8am on Thursday 20th August (GCSE results day). To support with government guidance, we are requesting that you **do not** attend school site unless invited to do so.

Students access EduLink using their normal school computer login – please can students ensure that they login into their EduLink account before results day to ensure that they can access their account. Any queries or problems with logging in should be sent to EduLink.help@coxgreen.com. Please refer to our website for further information on how to access the results if required. If you do not have computer access, then please contact the school by the 16th July so an appointment can be arranged for you to collect your results.

UCAS Track also opens at 8am on results day for placing. Some universities contact students directly confirming a place has been successful and this may not be their firm choice. This can be upsetting for students who do not secure their first choice university course and find out through text or email. Please be conscious of this on the morning of the results day.

Although it is unlikely to be needed, we will contact students via phone on Thursday 13th August who do not get a university place or apprenticeship. Staff including Mrs Sara McKay and Mrs Carole Luurtsema are available throughout the day to support students with clearing, any future pathway support and wellbeing. If students need to come on-site for a face-to-face discussion, an appointment will be made during the phone call. In this instance social distancing will be adhered to and a one-way system utilised. If invited into school, we ask only one parent to accompany the student.

If you have any questions on results day, we have set up a dedicated e-mail address sixthform@coxgreen.com which will be monitored throughout the day. As we will have limited reception capacity on results day we ask that you use this email address rather than phoning the school.

We understand that, following results day, some students and parent/carers may have questions about the proposed exams in the Autumn for those who are unhappy with their grades. While the exam boards have not yet published a timetable for the individual subjects, GCE AS and A-level examinations will start on Monday 5 October and finish on Friday 23 October with the intention to provide results before Christmas. If you would like further information about the Autumn exams, please e-mail exams@coxgreen.com from 13th August. Our Exams Officer, Gwyneth Edwards, and subject teachers will be able to provide appropriate advice.

Finally, a reminder that certificates of exam results will be available from December 2020. Certificates are important legal documents – required for CVs, job applications and to verify the Statement of Results – and should be collected from the school main reception **by the student in person**. Uncollected certificates will be held in school for one

year, after that time any uncollected certificates may be destroyed. Please keep certificates in a safe place as the school cannot provide replacements – they can be requested from the exam boards at a cost of approximately £50.

I wish all our Year 13 and Year 14 students and their families a relaxing summer and if you have any questions about results day and clearing, then please do not hesitate to contact me for further information r.gibbons@coxgreen.com

Yours sincerely,



Rachael Gibbons
Head of KS5

Useful contact information

EduLink queries: edulink.help@coxgreen.com

Queries on results day: sixthform@coxgreen.com

Exam queries (available from 13th August): exams@coxgreen.com