

August 2019

Dear Ex-Student

**Re: Collection of Summer 2019 Exam Results**

This is a reminder that results day this year is **Thursday 22 August 2019, from 10.00 am to 12.00**. Please come in to school and collect your results during this time.

Some members of the teaching staff will be present to share your success and to support you or give advice, if needed.

Please remember that your results may only be released to you personally. If you are unable to collect them yourself, someone else may collect them on your behalf if they have a signed note from you, giving your permission for them to do so. You may use the slip at the bottom of this letter if required.

Any results that are not collected on 22 August will be posted home.

We hope that you are enjoying the summer break and look forward to seeing you soon.

Yours sincerely

Mrs P Dunning  
**Exams Officer**



I ..... *(your name)*

give my permission for ..... *(name of representative)*

to collect my **Summer 2019 Exam Results on my behalf.**

**Signed** ..... **Date** .....