



GLENWOOD SCHOOL

Washington Road, Emsworth, Hampshire. PO10 7NN

Tel: 01243 373120 Fax: 01243 373120

Headteacher: Mrs J Payne BSc (Hons), NPQH

E-mail adminoffice@glenwood.hants.sch.uk

Dear Parent/Carers

15th June 2023

YEAR 11 RESULTS DAY 2023

Dear parents/carers,

Year 11 exam results will be released on Thursday 24th August. We would like to invite you to collect your child's results on this day between 10am and 12noon, please come through Reception.

Any exam certificates already issued will also be given out alongside the results, we will notify you as and when we receive further certificates for you to collect.

Unfortunately, exam certificates cannot be posted and therefore if you are unable to attend school on this date and time then we will need to keep your results in school until school reopens on Monday September 4th for pupils when you can collect them from the main reception during school hours.

Additionally, if your child is unable to collect the results/certificates themselves, they must nominate another person to collect them on their behalf, we will need the enclosed nomination form completed and signed by your child and the nominee will need to bring this with them along with photo identification, this is a requirement of the Examination Boards due to data protection.

Kind regards

Louise Jarvis
Attendance and Exams Officer
Glenwood School

Results Day and Exam Certificate collection information for candidates

Candidate permission form - Results collection

Results day 2023 : Date 24th August - 10:00 am – 12 noon

The normal arrangements for collecting results are collection from the school by the candidate.

If you are unable to collect your results in person, please complete the relevant box below.

Candidate name			
<input type="checkbox"/> I give permission for my to collect results on my behalf. I confirm that my representative will provide photographic ID on collection			
Candidate signature		Date	

Certificate collection

Candidate name:

Certificates are available for collection, as follows:

Date(s)	From 4th September 2023	Time	9.00 am – 3.30 pm
Collection point	School Office		

If you are unable to collect certificates, please complete and return the form below.

Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

Uncollected certificates

Unclaimed Certificates will be retained for a period of 12 months and there after destroyed in a confidential manor as per our retention policy.

In case of query, please contact Louise Jarvis (Exams Officer) on 01243 373120 or email Louise.Jarvis@glenwood.hants.sch.uk.

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Candidate permission form / Certificate collection

The normal arrangements for collecting certificates are collection from the School Office.

If you are unable to collect certificates in person and wish for a representative to collect them on your behalf, please complete the box and required information below.

Candidate name			
<input type="checkbox"/> I give permission for my representative to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.			
Candidate signature		Date	