



9 May 2023

Dear Parent/Guardian

### End of the Year Procedures

As we approach the start of the formal exams period please find information below regarding Year 11 Last Day and GCSE Results Day. A further communication regarding Prom will follow later this week.

### Year 11 Last Day and Revision Provision

We will be holding our traditional Last Day celebrations on **Thursday 18 May** from 11.30am. The majority of Year 11 will be sitting the GCSE history paper that morning and the celebrations will commence at the completion of this paper. Any student who does not study history GCSE is invited to attend a maths revision workshop from 10.15am in M1 before the celebration event – non-history students are not expected to attend school before 10.15am on this day. If any non-history students decide they do not wish to do the maths booster they must not arrive at school before 11am.

During the celebration event there will be an opportunity for students to sign shirts as well as reminisce over their time at MECE with their friends. As part of the celebration there will be an assembly coordinated by Mrs Ashley, Head of Year. Students will leave site around 1pm.

From **Friday 19 May** students are only expected to attend school for exam sessions. When on site, students are expected to continue to meet behaviour and uniform expectations. If arriving or leaving site outside the start and end of the day it is imperative they sign in/out at reception. A programme of optional revision workshops will be shared over the next week – students are encouraged to attend to support their exam preparations. Any student who wishes to revise at school during the exam period can take advantage of the supervised study space that will be available throughout the exam period. Details will be shared with students via Google Classroom.

### GCSE Results

GCSE results day this year will be on **24 August 2023** and we are planning to offer students two methods of collection for results this year:

1. Collection from school – students who opt for this option will be able to collect their results in person from the school site, between 10.00am and 11.30am. If students are unable to collect their results in person and do not wish to receive them via email, they are able to nominate someone else to collect them on their behalf. The nominee must have a signed letter from the student (not the parent) which expresses the student's permission for the named nominee to collect the results on their behalf. The named nominee must also bring photo ID for themselves along with the signed letter. **We will not release results to third parties under any other circumstances.**
2. Email - all other students will be emailed (from 8am) on 24 August and a hard copy of their results will be put in the post the same day. These emails will be sent to the student's **school**

**email address** unless the student has already sent a signed letter/email stating they wish an alternative address to be used (e.g. parent).

In order to support students with post-16 choices, members of the Senior Leadership Team will be available on results day. There will also be access to the careers advisory service on the day to provide independent advice to students during the results period. Details of the availability will follow closer to the time.

### **Appeals Process and Deadlines**

Normal reviews of results and appeals will not apply this summer. However, if students feel an error has been made they have the right to use the Appeals process:

- Stage 1, Centre Review - ask their centre to check if an administrative or procedural error has occurred
- Stage 2, Appeal to the awarding organisation – the centre will submit an appeal on behalf of the student if the student considers that the centre did not follow its procedure properly, they think the awarding organisation made an error or they consider the grade awarded was an unreasonable exercise of academic judgement.

Students should be aware that if they enter into either stage of the appeals process, their **grade could go down, up or stay the same**. Full details of the Appeals process are provided in the Internal Appeals Procedure (Review of Results or Appeal), which is available on the Examinations section of the website.

### **Examinations Section of the Website**

In line with JCQ guidance, we have updated the Examinations section of the website with current details and policies. In particular, please note that the Information for Candidates section contains all the most recent JCQ information and that the Examination Policies and Procedures section has all our most recent school policies. The Examinations section of the website can be found [here](#).

### **Certificates**

GCSE certificates from the summer series will look the same as in previous years and carry 'equal status'. These certificates will be issued at the annual Presentation evening, which is held at school in November (provisionally Thursday 23 November). Further information, including invitations, will be issued closer to the date. The evening will be a school wide celebration and will, this year, incorporate the main awards from Sports Presentation Evening as well as an opportunity for the current Year 11 to formally mark the end of their time with the school. Any certificates not collected on this occasion will be posted to the current address we hold on file using a signed-for postal method.

Yours faithfully



Emma Bliss  
Deputy Headteacher