

17 June 2019



Dear Parents/Carers

### Year 12 Results Publication and Collection

Your results will be published **Thursday 15 August** and will be available for collection from the Sixth Form Centre at **9.30am**.

On the day, staff will be available to discuss your results and help you with your next steps.

It is expected that students will collect their results personally at this time but, if you are not able to do so, the following procedures apply. Please read these carefully as they comply with GDPR (General Data Protection Regulation)' and we are therefore bound to adhere to them.

- Results cannot be given out by telephone under any circumstances;
- If you wish any other person (including family members) to collect your results on your behalf, you must send a signed letter of authorisation to Debbie Williams, Data, Exams and Assessment Manager stating the full name of the person you are nominating. This person must bring photo ID on the day;
- If you wish to receive your results by post, you must have supplied the Data, Exams and Assessment Manager with a stamped addressed envelope by the end of the summer term (Friday 19 July). Results will then be posted to you as soon as possible after the date of publication (Thursday 15 August).

**Please note, that we would only be willing to email your results to you under exceptional circumstances and only when it is not possible to use any of the above methods.**

- If you wish to receive your results by email, we can only send the results to an address held on the school system. The results will be sent by email with a password protected attachment. The password must be collected in person from the Data, Exams and Assessment Manager by the end of the school summer term (19 July).

Please do not hesitate to contact [dwilliams@hamptoncollege.org.uk](mailto:dwilliams@hamptoncollege.org.uk) if you have any queries.

Yours sincerely

Debbie Williams  
Data, Exams and Assessment Manager

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