16 July 2020

Dear Parent / Carer

I hope that you and your family members are well. As a parent/carer of a student about to receive **Key Stage 4** qualification results in August, I am sure you are keen to know about the exact process. Whilst we are all still working within constraints to an extent, it is crucially important to us to ensure that all students are in an informed position with regard to the exact details of Results Day and what the next steps could be.

* Results will be emailed to students on **Thursday 20th August**. The results will arrive in a PDF format document and will be emailed directly to each individual student at their school email address.

*Note: In order to avoid any delay in receiving these results, or any unnecessary concern on the day, I would be grateful if you could double check with your son/daughter before the 23rd July that they are able to access their email account and are fully aware of their login credentials. Should they not be able to access their account, please contact the central ICT team at* [it@trinitymat.org](mailto:it@trinitymat.org) *as soon as possible (but no later than 23rd July) to ensure they can gain access.*

* Once your son/daughter has received the PDF summary of results, this document will provide the evidence required to confirm arrangements with the institution they are looking to move to for the next stage of their education.

*Note: If your son/daughter has applied to Trinity Sixth Form Academy (TSFA), you will be receiving a separate communication from them detailing what you will need to do when your son/daughter receives their results, in order to confirm their place.*

* The Office of Qualifications and Examinations Regulation (Ofqual) have in place a process of appeal. This appeal process will follow the specified Ofqual guidance which places clear limits on the grounds for appeal. If, after receiving their results, your son/daughter would like any further information about this process, they must contact the academy directly.

As I am sure you will appreciate, given current government guidance, we are keen to ensure that students and parents/carers do not come in to the academy on Results Day itself.

However, we are also aware that, whilst the majority of students will be able to progress to their next step without any issues, some students may benefit from additional guidance regarding their results. Once they have received their results, if you or your son/daughter feels that they require further support, please contact us and let us know.

There will be the opportunity to book a pre-allocated time slot on **Friday 21st August**, which will allow them to come in for a face-to-face meeting (or a telephone meeting, if preferred) with a member of staff at the academy to offer guidance. Further details with regard to this will be provided in the email you receive on Results Day (please note that we are unable to accept any students into the academy building who do not have a pre-arranged meeting).

Yours sincerely,



Mr Charlie Johnson   
Principal