

Principal: Mr D McGilloway

Broadoak Academy, Windwhistle Road,
Weston-super-Mare BS23 4NP Tel: 01934 422 000
Email: enquiries@broadoakacademy.clf.uk
www.broadoakacademy.clf.uk



**BROADOAK
ACADEMY**

Dear Y11 Parent/Carer,

Firstly, we would like to congratulate all the Y11 students on successfully completing their school journey at Broadoak Academy. It has been an extraordinary 5 years, and we hope they are making the most of their summer holidays before embarking on their Post-16 journey.

As we approach the end of the school year, we want to ensure you have all the relevant information you need regarding GCSE Results Day, GCSE Certification and Post-Results Services. Please read the details of this letter carefully to ensure that you fully understand the processes outlined below.

RESULTS DAY:

Results day this year will take place on **Thursday 22nd August** between **10am and 12pm**. Students will enter the school through the dining hall extension, results will be distributed in the Dining hall, arranged across 3 stations in alphabetical surname order. Please find the appropriate line and wait patiently as all results will need to be signed out. When collecting results, candidates will also be required to complete an 'access to script' consent form. This is compulsory as it may be required during the review of marking process which is outlined below.

If students are unable to collect their own results this year they may:

- Have their results emailed. **Prior permission must be given in writing** (email acceptable) **BEFORE Friday 16th August**. Please note admin staff will be very busy on the day of results and as such emails may not arrive until later in the day. We will aim to get all emails out before the end of the day.
- Request for a family representative or friend to collect their results. **Prior permission must be given in writing** (email acceptable) **BEFORE Friday 16th August**. The person collecting the results **MUST** have photographic ID. We will not release results to **anyone** other than the candidate without prior permission or sufficient identification.

Requests by email for alternative result collections should be made to
nichole.forster@clf.uk

Please note: Uncollected results will remain in school and can be collected after the school reopens on Wednesday 4th September. There will be no opportunity for students to collect their results between these dates.



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Registered office: Federation House, Brook Road, Kingswood, Bristol BS15 4JT.
Company registration no: 06207590.

*Maximising students'
abilities, ambitions
and academic potential*

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CERTIFICATE DETAILS:

Once grades are finalised and the Grade review window is closed, the exam boards will begin to print the final GCSE certificates.

When students collect their results in August, it is important that all students check the **personal details on their result slips**; these details will be printed on their final GCSE certificates **exactly** as shown. Students **must** make the school aware **immediately** of any errors. A charge will be incurred for any changes requested after the certificate printing deadline. Please note that **only legal given names** can be printed on both results slips and certificates.

Official GCSE Certificates will start to arrive at the school from around the end of November, once all certificates have been received and are ready for distribution you will receive communication. Certificates are only required to be kept by the school for 12 months, so it is important that all certificates are collected promptly. We will require permission in writing (email acceptable) if certificates are being collected by someone other than the candidate. The person collecting results must have photographic ID.

Requests by email for alternative certificate collections should be made to tina.donoghue@clf.uk

POST RESULT SERVICES:

Full details of JCQ post result services can be found here [Post-Results-Service 24 FINAL.pdf \(jcq.org.uk\)](#). Please note that candidates are **not** permitted to appeal directly to the awarding bodies, representation **must** be made by the head of centre Mr McGilloway. If you believe there could be an error in marking, or you wish to query a grade, it is important you inform the school as soon as possible.

Awarding bodies have very strict deadlines for marking reviews and as such, the last date for any candidate queries **Friday 30th August**. It is important to note that a review of marking could result in a **final grade going up or down** and as such, all queries will need very careful consideration. If after reviewing the exam scripts, a review of results is required, a **further consent form MUST** be completed by the candidate. We will inform you if this is required. Grade boundaries can be found on the individual exam board websites and should be available to view on results day. The exam boards used at Broadoak are AQA, Pearson, OCR and WJEC.

Queries regarding GCSE grades should be made to nichole.forster@clf.uk



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There will be members of the SLT team available in school during results day to help with any queries. There will also be representatives from local colleges should you wish to ask any questions about your child's next steps.

If you have any queries regarding the information above, please do not hesitate to contact nichole.forster@clf.uk.

Please note that the school will be closed for the summer on Tuesday 23rd July and access to communication will be limited. We will endeavour to get back to you as soon as possible and will prioritise any enquiries that are time critical.

Kind regards,

Danny McGilloway
Principal
Broadoak Academy



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