

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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Headteacher: Mr S Garrity

Chair of Governors: Mrs H Baker



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June 2018

Dear Parent/Carer

Provision for Examinations Results 'Exceptional Circumstances'

We have been made aware that some families during the summer break, due to 'exceptional circumstances' will be unable to:

- Collect the examination results in person
- Nominate a person to collect the examination results, bringing letter of authorisation.
- Not have a fixed address during the results period for a postal service

Therefore, if there are any students and their families that fall outside of this provision, we would like to offer the facility to receive the examination results by email. The email will be sent on the day the results are issued.

If you feel your circumstances fall outside of this provision, please outline on the attached reply slip your 'exceptional circumstances'.

Please send the attached consent form to the exams officer elliottc@qegs.email. The deadline for requests is Wednesday 18th July 2018.

Yours faithfully

Mr S Garrity
Headteacher

CONSENT TO RECEIVE EXAMINATION RESULTS VIA EMAIL

Please state your reason for requesting the examination results via email below:

Approval of this request is at the discretion of the Headteacher, once approved you will receive notification by 2pm on Friday 20th July 2018.

Student Name _____ (*please print*) Student Signature -

Email address that results will be sent to (*please print*) _____

Consent of Parent/Carer (*if student under 18*) _____ (*please print*)

Parent/Carer Signature _____ (*please sign*) Date -

The deadline to submit the consent form is Wednesday 18th July 2018.

I understand that the Examinations Officer will only be responsible for sending the results to the email address above. Once the results are sent via email, no further correspondence will be entered into.

The school will not be responsible for emails that are lost, not received or any that are directed to your spam/junk folder.