

FORGING OUR PATHS; BUILDING THE FUTURE



Headteacher:

Mrs A Williamson BSc MSc NPQH

Ewell Road, Cheam, Surrey SM3 8AB

Switchboard: 020 8394 3400
Email: office@nonsuchschool.org
Website: www.nonsuchschool.org

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Dear Parent/Carer & Student,

A-Level Results Day – Thursday 14 August

We are writing to you to outline the procedure for collecting your A-Level results on Thursday 14 August.

A Level results will be available for all students to collect from 8.00am – 9.00am in the upper floor sixth form common room. Please do not come onto the school site before 8.00am.

To enter the school, please use the pedestrian gate by the canteen and enter the building by the doors opposite the nursery slope.

Members of staff will be distributing results envelopes in alphabetical order so please go to the table with the first letter of your surname.

In the event that a student has not met the conditions of their university offer, a member of the Sixth Form team will be available to offer advice to students with regards to the clearing process. Students are able to wait in the common room until a member of staff becomes available. They are welcome to use the computers to start looking for courses they may be interested in.

If you are **not able to collect your results** in person you can arrange for a representative to collect your results on your behalf. If you wish for your results to be collected by a representative, they will need to arrive at the time detailed above with a letter of authorisation, signed by yourself, and some ID for themselves which must be shown to a member of the senior leadership team. All uncollected results will be posted home by first class mail at 12.30pm on Thursday 14 August. We are unable to email results.

Information regarding the process for requesting and making payment for post-results services will be included within your results envelope and can also be found on the school website.

We look forward to seeing you on Thursday 14 August.

Your sincerely

Ms Johns Assistant Head Teacher Director of Sixth Form Mr Coy Head of Year 13

