



# Sir Frederic Osborn School

*Achieving Success Together*

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Herns Lane, Welwyn Garden City  
Hertfordshire AL7 2AF

19<sup>th</sup> May 2017

Dear student,

## **Arrangements for the collection of examination results - Summer 2017**

You may collect your GCE and BTEC examination results from **8.00am in Osborn Hall on Thursday, 17<sup>th</sup> August 2017.**

The Sixth Form will also be open for any students needing computer access; in addition there will be senior staff, including the Head of Sixth Form, on site for discussions on subjects/course changes and careers.

If you are unable to collect your results in person, someone else can collect results on the day on your behalf, **PROVIDED** they have a letter signed by you giving them permission to do so plus a form of identification (eg passport, driving licence). The letter will be retained in school. An example of the letter is in the Student & Parent Guide to Exams Appendix 4 which is available on the school website on the Exams Office page.

Alternatively, results can be posted to your home if you provide the Exams Officer with a A4 stamped addressed envelope before the end of term.

Results **ARE NOT** given out by phone or by text/email for reasons of confidentiality.

The exams office will be open on Friday 18<sup>th</sup> August and Friday 25<sup>th</sup> August (8.00-3.00) for any post-result queries, details of which will be included with your results.

## **Certificates**

A letter confirming details of the Presentation Evening (usually held in late December) will follow in the Autumn term. However, if you do not wish to attend the Presentation Evening, certificates can be posted to you via recorded delivery in December. A payment of £5.00 is required to cover the cost and can be paid via Wisepay. This must be paid by the end of the Summer term. If you subsequently decide to attend the Evening and have already paid, the £5 will be reimbursed.

I would like to take the opportunity to wish good luck to all students for their exams. I can be reached on Ext 310 or by email at [Eileen.Kelly@sfosborn.herts.sch.uk](mailto:Eileen.Kelly@sfosborn.herts.sch.uk)

Yours sincerely

Mrs E Kelly  
**Exams Officer**

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