

Our ref: RCL/JHA/BCH/KDE

9 May 2023

Dear Parent/Carer

**Re: Examination Results and Plume College Registration Day 2023**

I hope this correspondence finds both you and your family well.

I would like to take this opportunity to outline the arrangements for the Summer Examinations Results Days for Years 11-13, as well as the subsequent Plume College Registration Day. Our intention is to provide an opportunity for all our students to come into the academy to collect their results and liaise with relevant staff should they wish to.

The examination results will be available for collection from the sports area of our Fambridge Road Campus on the dates and times outlined below:

**Year 12 and Year 13 - AS/Level 3 BTEC/A level/Cambridge Technical Results**

**Thursday 17 August 2023**

Venue: The Sports Hall

- Year 13 – from 8.30 am
- Year 12 - from 9.30 am

**Year 11 - GCSE/Level 2 BTEC/Cambridge National Results**

**Thursday 24 August 2023**

Venue: The Sports Hall

- Year 11 (and College GCSE results) from 9.00 am

**Plume College Registration Day for *students in Year 11 only* - Thursday 24 August 2023**

Venue: Plume College

- 10.00 am – 12 noon

**Plume College second Registration Day for Year 11 – Friday 25 August 2023**

Venue: College area

- 10.00 am - 2.00 pm

- This second Registration Day is for students who are unable to register on Thursday 24 August 2023, **and is by appointment only.**
- For an appointment, please call the Plume College Office on 01621 879830, or email Mrs Demes, College Manager via [k.demes@plume.essex.sch.uk](mailto:k.demes@plume.essex.sch.uk).

Year 11 students are reminded that they must formally register with us to confirm their place at Plume College or alternatively, we would be grateful if they emailed Mrs Demes, College Manager, via [k.demes@plume.essex.sch.uk](mailto:k.demes@plume.essex.sch.uk) if they do not wish to take up their place with us.

Since the introduction of linear A levels, it is vital for their future success, prospective Year 12 students have the correct academic prior attainment to support learning at a higher level. Where students have not met subject entry requirements, staff will be on hand to discuss alternative option choices. We recommend students discuss their post-16 options with staff on Thursday 24 August 2023 and then go away to reconsider their options before returning to Plume College for a follow-up appointment on Friday 25 August 2023.

It is vital that a student is enrolled onto the correct course based on their GCSE prior attainment and that they have time to research available options before a final decision is made. Should students foresee any issues with collecting examination results and/or enrolling for Plume College, they are advised to contact Mrs Demes in the College Office.

It is extremely important that students are fully aware of the expectations for these days to ensure they run as smoothly and efficiently as possible, as was the case when we had to implement very similar protocols during our 2021 and 2022 Examination Results Days.

If your child is unable to collect their Summer examination results, they should notify the Examinations Office via [exams@plume.essex.sch.uk](mailto:exams@plume.essex.sch.uk) and the results will be posted home to them. Should your child wish to receive their results via post then please ensure they submit a self-addressed envelope to the Examinations Office prior to the end of the academic year.

Alternatively, any student not able to collect their results is permitted to arrange for a relative or friend to collect these results on their behalf. **If this option is to be used, a signed written letter or an email from the student, not a parent or carer, must be provided, giving the name of the person who will collect their results.** The nominated person will need to bring that letter/email with them, together with photographic identification. Unfortunately, without this information, we will not be able to release their examination results.

Please be aware that, due to the new Data Protection Act 2018, we are also unable to issue results by email, text or telephone.

Thank you for taking the time to read this letter and if you have any ensuing queries about anything relating to examination results, please email Mrs Chittock, Examinations Officer, via [exams@plume.essex.sch.uk](mailto:exams@plume.essex.sch.uk). Alternatively, if you have any questions relating to Plume College, please email Mr Hallam, Head of College, via [j.hallam@plume.essex.sch.uk](mailto:j.hallam@plume.essex.sch.uk)

I hope that this communication answers many of your questions regarding the Summer Examinations Results Days and thank you for your ongoing support.

Yours sincerely



**Mrs R Clark**  
Joint Head of Academy