

17<sup>th</sup> July 2020

To: Parents/Carers and Students of Year 11 & Year 13 students

Dear Parent/Carer and Student,

We are writing to you to confirm that year 11 and year 13 students will be welcomed onto site to collect their exam results if they choose to attend. Any student who is expecting results and is not in year 11 and 13 will receive these electronically. We will be sending all results by this format as well, so if any student does not want to attend to collect results they will not be disadvantaged.

We have carried out a detailed risk assessment and will ensure that strict measures are in place to support social distancing and the hierarchy of controls we have used over the summer term, in particular this means:

- ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend WLA for any reason
- cleaning hands more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing as far as possible
- aim to practise social distancing in line with current government guidance on social distancing.

Results will be available on:

- Thursday 13<sup>th</sup> August 2020 8am – 12pm for year 13
- Thursday 20<sup>th</sup> August 2020 8am – 12pm for year 11

Students should enter academy site and make their way to the sports hall in the main car park. Parents will not be permitted to enter any part of the academy with students and they should wait in their vehicle or off site. Students should then follow the signs to enter the sports hall via the labelled emergency exit (please see the picture included). Once inside, students should line up on the markers indicated for each tutor group, hand sanitiser must be used on entering the sports hall and then they must wait to be called forward. Students must bring their own pen to sign for receiving their results. Once results are received, students must leave the sports hall immediately via the emergency exits opposite the one use to enter the building.



Principal: James Jackson

West Lakes Academy, Main Street, Egremont, Cumbria CA22 2DQ

**Part of West Lakes Multi-Academy Trust**

t: 01946 820356 e: [contactus.wla@westlakesmat.org.uk](mailto:contactus.wla@westlakesmat.org.uk) w: [www.westlakesacademy.org.uk](http://www.westlakesacademy.org.uk)

We are aware that in many ways it is the support and guidance that occurs after students receive their results that is more important so we have also made provision so that this can be provided as well.

### A level Results Day Support

UCAS have made the decision to release student placements to us before the 8am embargo, this means we will be aware of which students require further support and we can be proactive in this. We will know which students have been placed in clearing or have missed their apprenticeship offer and be able to offer further support and guidance. These students will be invited back into the academy via the main entrance to work with the 6<sup>th</sup> form team or Inspira to access alternate destinations. We have planned a suitably risk assessed area in GA for this to occur.

### GCSE Results Day Support

Again we will know if students have been successful in achieving the entrance requirements for their planned next steps. There are five potential outcomes from results day that we will support our students with:

1. Students achieve the results they need to access their destination. They need to confirm this is the case and complete a destination form and enrolment form for sixth form and return this as they leave (a safe 'post-box' will be available.)
2. Students achieve the results they need to access their destination. However they have decided that they want to change their sixth form options and therefore need to inform us by completing a destination form and updated enrolment form for sixth form and returning this as they leave (a safe 'post-box' will be available.)
3. Students have not achieved the results that they require to access their original sixth form options. They need to have a discussion to see if they are still permitted onto that course, or what other courses they can now access. Students will enter via the main doors to speak to an adviser in the refectory at a safe distance.
4. Students receive their results and decide that they want to attend sixth form. They need to meet with a member of staff to complete an enrolment form Students will enter via the main doors to speak to an adviser in the refectory
5. Students have not received the results that they needed to access another planned destination, or are unsure what their next steps are in relation to destinations and need guidance and support Students will enter via the main doors to speak to an adviser in the GA open area

PPE will be available for all face to face meetings and previously mentioned the hierarchy of controls will be in place for this to occur. All paperwork mentioned above will be already in place in sterile exam packs that each student will receive on the day

### Centre Assessed Grades

You will all be very aware that this examination season was very different to previous years and that West Lakes Academy had to design and implement a system of proposing final grades for students in all subjects that exam boards then moderated to fit their national trends.

We are bound by confidentiality laws until results day and cannot discuss these with anyone outside of West Lakes Academy. After results day we feel that you are entitled to know the grades we suggested for our students and how we carried out the process to ensure that we could recommend the grades that we believed our students were entitled to. We also do not want results day to become a day of mixed messages so when the embargo is lifted after results day we will mail your child's centre assessed grades

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to you in a sealed envelope with the awarding methodology, that way you have all the information available to you if you choose to access it.

### Appeals

Because of the way results have been awarded this year there is no mechanism for an individual student to appeal their results unless students or parents concerned about the possibility of bias or discrimination has occurred calculating grades and rank orders.

Exam boards are currently working with Ofqual to further explain the appeals process and guide schools, students and parents through it. Further guidance will be provided closer to results days.

The academy may appeal to the exam board if it believes the centre itself made an error when submitting a centre assessment grade or rank order information; or similarly, if it believes an exam board made a mistake when calculating, assigning or communicating a grade. We expect that any mistakes will be quickly found and corrected.

### Autumn Exams

If for any reason the outcomes you receive in your GCSE or A level exams are not what you have hoped for please discuss your options with a member of the academy leadership team.

We are currently planning the autumn exam series. This is an exceptional examination window that has been put in place to allow any student who wants to take an exam in any subject that they are dissatisfied with the outcome of. Please note we are waiting for the awarding bodies to confirm how many of these dates will fall in half term and we are waiting for confirmation of any associated costs that could be put in place to fund this.

Finally, if you have any academy equipment such as textbooks, Chromebooks/laptops or locker keys please ensure that these are returned to the academy. They can be dropped off at reception over summer, or on results day. Please make sure they are labelled with your name so we can identify them.

We are really excited about seeing students collect their results and achieve the grades we know that they deserve. The smiles that will be seen will draw a line under this unprecedented final year of education for many of our students.

If you have any questions at all please contact me on [simpsonbk@westlakesmat.org.uk](mailto:simpsonbk@westlakesmat.org.uk)

Yours sincerely,



Barry Simpson  
**Vice Principal**

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