



9th July 2020

Dear Parent/Carer,

### **Year 11 Result Day and Year 9 and 10 Results Collection**

Due to coronavirus, we are putting in place contingency plans for our results days. The team and I have finalised three plans which cover all eventualities. In order to ensure we are fully prepared for activating the most appropriate plan, I would like to inform you of the details and ask for your support in ensuring any necessary actions are taken by your son/daughter in order for us to fully complete our preparations.

**GCSE Results Day will take place on Thursday 20th August between 10am - 12noon for Year 11, with students in Year 9 and Year 10 being allowed to collect their results between 12noon - 1pm.**

Following the current advice from the government and in line with their requests, we are unable to allow adults who do not work in the building to enter the school premises unless it is absolutely necessary. Because of this, for this year, we must politely request that you remain in your car if you have brought your son/daughter to school. The only exception to this will be if any student requires personal support, on a one-to-one basis. If this is the case, we will accompany the parent and student to a private room where social distancing can be appropriately maintained whilst full support is given.

#### **Plan A - Normal Protocol**

If there has been progress in terms of the treatment of Covid 19 and further relaxation of the restrictive measures, we would endeavour to operate our normal results day protocol with some small amendments in line with the guidance. We do not anticipate that this will be likely as gatherings of more than 30 people are still not allowed. However, we are fully prepared should this be the case. In this instance, students will enter through the main entrance and will be supervised in an orderly, distanced queue to receive their results.

*No student actions are required for this plan.*

#### **Plan B - Current Covid Restrictions**

Students will be invited to attend school at staggered intervals, each within a fifteen minute timeframe. They will be attending school with friends and peers from their tutor group. Students will enter through the main entrance at their allotted time and follow a one way system around the main reception into the assembly hall. The set up of tables will be socially distanced. Students will travel around the hall in a clockwise manner and they will visit three points:

- Intended Future Destinations desk;
- results stations to collect results envelopes;
- Sixth Form sign up desks and/or careers support.

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Please note that we will have support pods set up in the classrooms along the English corridor for students who may require individual private support. If an individual student requires such support and the parent/carer has accompanied them, we can invite you into that room to participate in that conversation. Support will continue to be provided following the results day should it be required. You can access this by emailing [exams@stokesleyschool.org](mailto:exams@stokesleyschool.org) and your query will be directed to the most appropriate member of the team.

*Student actions required:*

*Students need to follow the schedule below and must not arrive at school until their allotted slot:*

<i>Tutor Group</i>	<i>Time</i>
11BLD	10am
11CM	10:15am
11FXL	10:30am
11HS	10:45am
11LC	11am
11PGM	11:15am
11SNL	11:30am
11WDN	11:45am

<i>Year Group</i>	<i>Time</i>
Year 10 GCSE Candidates	12noon
Year 9 BTEC Dance Candidates	12:15-12:45pm

**Plan C - Local or National Lockdown resulting in School Closure**

If we find ourselves back in a local or national lockdown and unable to open the school to any groups at all we would need to email students' results directly to them. In order for us to email out results we need permission from your son/daughter. Please note that even in these circumstances, full support will be available virtually, in order to assist students with signing up to our Sixth Form or enquiries about other destinations. You can access this by emailing





[exams@stokesleyschool.org](mailto:exams@stokesleyschool.org) and your query will be directed to the most appropriate member of the team.

*Student actions required:*

*Students have been sent an email to their school email address. They must respond by completing the full google form where they will give their permission for results to be emailed if necessary.*

### **Additional Option**

Within the Google form, we have given students the option to have their results emailed to them instead of attending in any eventuality.

As you can fully appreciate, in planning this year's event we have put in place risk assessments for every eventuality in order to keep your son/daughter and our staff safe and protected. Please will you ensure your son/daughter has completed the Google form by **Monday 13th July 2020 at 4pm**. This will then allow our team to ensure everything is in place. If we have not had a response from a student we will attempt to contact you personally. However, if we cannot make contact and details are not recorded, this will prevent us from being able to email results and your son/daughter may have to wait before being given access to the school premises in lieu of us activating Plan B.

### **Planning Decision**

We will contact you via email and text message forty eight hours before the event to inform you which plan we are able to follow. We may also add further advice and guidance in relation to social distancing if it is required at that time.

Should you have any questions in relation to the information in this letter, please contact our [admin@stokesleyschool.org](mailto:admin@stokesleyschool.org) email address which will be manned throughout the summer break. Queries will be forwarded to the most appropriate member of the team who will assist you.

Yours faithfully,

Mrs Jane Darbyshire  
Deputy Headteacher

