



July 2022

Dear parent/guardian,

### **Re: Year 11 results day arrangements**

Year 11 results day will take place on Thursday 25<sup>th</sup> August from 9am to 10am.

Students should enter the academy via the main gate where they will be greeted by members of staff. Students in forms J O H N P R will receive their results in EC1, students in forms T S C L E W will receive their results in EC2.

Students should bring their academy ID cards with them to gain access to the site and to receive their results. If they have lost their academy ID card, another form of identification will be required.

For students who have good quality uniform or text books that they would like to donate to the academy, there will be collection boxes available in each of the rooms.

### **Further guidance and support**

Members of the Year 11 guidance team, the Sixth Form team, and the leadership team will be available for students to speak to on results day.

Mrs Lowndes (Head of Sixth Form) and Mrs Swift (Assistant Principal) will be available in the reception area adjacent to Chatsworth Hall from 10:30am to provide information and support about Sixth Form. Miss Perry (Year 11 Pastoral Manager) will also be available to give advice about progression to post 16.

### **Post Results Services**

For students who do not get their expected grade and believe an error may have been made in the marking of their papers, there is the option to request a review. Information about this service and other post results services will be available on results day and will be published on the academy website. Miss Thomas (Exams Manager) will also be available to answer any questions.

Mrs Orr      [LOr@johnport.derbyshire.sch.uk](mailto:LOr@johnport.derbyshire.sch.uk)  
Miss Perry   [HPe@johnport.derbyshire.sch.uk](mailto:HPe@johnport.derbyshire.sch.uk)  
Mrs Lowndes [RJL@johnport.derbyshire.sch.uk](mailto:RJL@johnport.derbyshire.sch.uk)  
Mrs Swift    [ASWi@johnport.derbyshire.sch.uk](mailto:ASWi@johnport.derbyshire.sch.uk)  
Sixth Form   [sixthform@johnport.derbyshire.sch.uk](mailto:sixthform@johnport.derbyshire.sch.uk)  
Miss Thomas [exams@johnport.derbyshire.sch.uk](mailto:exams@johnport.derbyshire.sch.uk)

Cont.



### Students not able to attend in person

For students who are not able to collect their results in person, there are two options.

Students can provide a stamped self-addressed A5 envelope and the results will be posted. Please bear in mind that we are not allowed to post the results before the allocated results day so, due to the post, it may take several days to arrive.

Alternatively, someone could collect on the student's behalf. If this option is chosen then the person collecting will need to bring a letter of permission written by the student. We would also need prior notice of this by emailing [exams@johnport.derbyshire.sch.uk](mailto:exams@johnport.derbyshire.sch.uk) as this will ensure the results are taken to the academy main reception where they can be collected.

### Certificates

In late November and early December, the academy will receive the exam certificates. These official certificates are the legal proof of exam results and may be required for future education providers and employers.

This year students will be presented with their exam certificates at the academy presentation evening taking place on Monday 19<sup>th</sup> December. Students and parents will be invited to attend and a letter with more information will be put in the envelope along with the exam results. It will also be published on the academy website.

If you have any questions please contact reception or email [admin@johnport.derbyshire.sch.uk](mailto:admin@johnport.derbyshire.sch.uk) and a member of staff will do their best to help.

Your sincerely,

Mrs Karen Squire  
Principal

Mr Tom Crowther  
Vice Principal