

17 July 2020

Dear Year 11 applicants to Sixth Form

### Arrangements for GCSE Results and post-Results support

I am writing to outline our arrangements for the distribution of GCSE results and post-Results support in relation to entry to the Sweyne Park Sixth Form on Thursday 20 August, and in the days which follow.

1. Examination results will be e-mailed to Sweyne Park students on the morning of Thursday 20 August 2020 as soon as possible after the results embargo is lifted at 8am. We advise applicants from other schools to make contact with us as soon as is feasible following the receipt of results from their current schools.
2. The Sixth Form Team and other senior staff will be available to help students on Thursday 20 and Friday 21 August with any concerns or queries that they have in relation to results and/or their next steps. In the interests of minimising risk and keeping students safe in line with current government advice, all meetings will be conducted via telephone or videoconference where practicable. Students should only come on site by prior appointment, and if a query cannot reasonably be addressed remotely.
3. All staff appointments will be booked centrally via Mrs Abel, either by telephone or via e-mail ([JAbel@sweynepark.com](mailto:JAbel@sweynepark.com)) or by telephone on 01268 784721.
4. On Thursday 20 and Friday 21 August, students will be administered as follows:

Scenario	Staff	Method
Student has met the entry threshold, and wishes to accept their Sixth Form offer without changes to their A Level options.		Confirmation via e-mail to Mrs Abel.* No appointment necessary.
Student has met the entry threshold, and wishes to accept the offer, but would like to change or discuss further their A Level options.	Dr Robertson Ms Banks Mr Woods Mrs Clements	Telephone appointment booked via Mrs Abel.
Student is unsure if they have met the entry criteria for their combination of subjects, and/or is unsure if they have met the overall entry criteria, and/or needs advice.	Dr Robertson Ms Banks Mr Woods Mrs Clements Mr Hawkings	Telephone appointment booked via Mrs Abel.
Student has applied to Sixth Form, but now wishes to leave Sweyne Park.		Confirmation via e-mail to Dr Robertson. No appointment necessary.
Student is making an application for the first time.	Dr Robertson Ms Banks	Telephone appointment booked via Mrs Abel.
Student wishes to make an appointment to see a member of the Sixth Form Team in the week beginning Mon 24 Aug.		Telephone appointment booked via Mrs Abel

\*External applicants will also be required to provide proof of GCSE examination results.

5. Our careers advisor, Steve Cooper, will be available by appointment on Friday 21 August between 9am and 3pm.
6. All appointments from Monday 24 August onwards will be by prior appointment only.
7. Any Swayne Park pupils who have queries relating specifically to GCSE examination results should refer to Mr Hawkings' e-mail of Friday 17 July.

I very much regret that face-to-face meetings will need to be kept to a minimum during what can be a stressful period. We thank you also in advance for your patience if it takes us a little longer to respond to queries than usual, as this is the first time we have enrolled students into the Sixth Form remotely. However, please rest assured that students will still be exceptionally well supported throughout the results and Sixth Form enrolment process. Please refer also the attached document which outlines the availability of the Sixth Form Team between the issuing of GCSE Results and the beginning of the Autumn Term.

If you have any queries about our plans for the distribution of GCSE Results and Sixth Form enrolment, please do not hesitate to contact me via e-mail on [ARobertson@sweynepark.com](mailto:ARobertson@sweynepark.com).

Yours faithfully



Dr Alick Robertson  
Assistant Headteacher: Head of Sixth Form



# Results Days, August 2020

## Sixth Form Team contact times

Day/Time	Focus	ARo	TWo	HBa	JCI	JMa
Thurs 13 Aug, 8.30am – 4pm	A Level results	✓	✓	✓	✓	✓
Fri 14 Aug, 8.30am – 4pm	Clearing	✓	✓	✓	✓	✓
Mon 17 Aug (prior appointment only)	Clearing					
Tues 18 Aug (prior appointment only)	Clearing					
Weds 19 Aug						
Thurs 20 Aug, 9am – 4pm	GCSE Results	✓	✓	✓	✓	✓
Fri 21 Aug, 9am – 4pm	Sixth Form enrolment	✓	✓	✓	✓	✓
Mon 24 Aug, 9am – 1pm	Sixth Form enrolment		✓			
Tues 25 Aug, 9am – 1pm	Sixth Form enrolment	✓				
Weds 26 Aug, 9am – 1pm	Sixth Form enrolment	✓				
Thurs 27 Aug, 9am – 1pm	Sixth Form enrolment			✓		
Fri 28 Aug, 9am – 1pm	Sixth Form enrolment				✓	

### Contact details

Please contact Mrs Abel via e-mail to book an appointment ([JAbel@sweynepark.com](mailto:JAbel@sweynepark.com)).

Dr Alick Robertson	<a href="mailto:ARobertson@sweynepark.com">ARobertson@sweynepark.com</a>
Mr Tony Woods	<a href="mailto:AWoods@sweynepark.com">AWoods@sweynepark.com</a>
Ms Helen Banks	<a href="mailto:HBanks@sweynepark.com">HBanks@sweynepark.com</a>
Mrs Jenny Clements	<a href="mailto:JeClements@sweynepark.com">JeClements@sweynepark.com</a>
Miss Jo Mackintosh	<a href="mailto:JMackintosh@sweynepark.com">JMackintosh@sweynepark.com</a>

