

Dear Year 11s,

As we make plans for GCSE results day in August we are aware that at the moment, flexible plans are needed as we adapt to the current situation. We are keen for students to collect their results on site, and be able to share the moment with their fellow classmates. The plan we will communicate to you today is based on the current guidance, with social distancing at 1m plus. If the guidance changes between now and then we will adjust our plans and communicate to you accordingly. A further communication will be sent to both parents and students in year 11 prior to results day, so please look out for it.

We have decided that it is, however, not practical to hold registration for 6<sup>th</sup> form on the school site, and will instead be conducting the process online. Full details can be found later in this letter.

**Please read this information carefully, so that you are clear on how you can confirm your place at Reading School.**

## **GCSE results day – Thursday 20<sup>th</sup> August, 9-10am**

### **Arriving at school**

- Only pupils will be allowed on site, no parents or carers. Students must arrive by foot. If you will be unable to collect your results in person on Thursday 20<sup>th</sup> August please complete this form. The deadline for responses is **Friday 7<sup>th</sup> August**.

[https://forms.office.com/Pages/ResponsePage.aspx?id=QKRT3Wr9XkC75IKx5h6C2xil1S5eTrBPvH\\_6Gb6abnBUQ01GR1BOT0RLRlIPUDdOWDZSQldOSEMwQi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=QKRT3Wr9XkC75IKx5h6C2xil1S5eTrBPvH_6Gb6abnBUQ01GR1BOT0RLRlIPUDdOWDZSQldOSEMwQi4u)

- We will be splitting the year group into three and **asking each group to arrive at a different entrance to the school**. Please ensure you maintain social distancing at all times, and if you arrive before the gates open you will need to queue 1m apart.
- Group A (surnames A - G) – arrive through main entrance on Erleigh Road
- Group B (surnames H - O) – arrive through rear entrance on Addington Road
- Group C (surnames P-Z) – arrive through side entrance on Craven Road
- Students will be met by a staff member at each entrance and directed to where to collect their results.
- Students may arrive anytime during the one hour window.

### **Collecting of results**

- If the weather is dry the results will be laid out on tables on the school field. The tables will be positioned on the field, with Group A's table nearest Erleigh Road, Group B's table near the school drive, and Group C's outside Big School.
- Wet Weather plan:
  - Group A will be directed to collect their results in Big School. They will enter Big School using the stairs by room 9, and leave using the stairs by Drama.
  - Group B will be directed to collect their results in the gym. They will enter the gym using the entrance closest to the LRC, and exit via the changing rooms.
  - Group C will be directed to collect their results in the refectory. They will enter the refectory via the grab and go area, and leave through the Quad and exit past the Cadets office.
- 1m queuing will be set up at each results table.

- Results will not be handed to students; the student must collect them themselves.

### Departure from school

- **Year 11s should leave by the same entrance they used to arrive.**

### Registration for 6th Form at Reading School

Following your results, the normal process would be that you would go to the LRC to register your place for the Sixth Form. Here you would either confirm your subject choices or make changes, where they can be accommodated. You would also then sign your Sixth Form Agreement.

However, due to the nature of the current situation, we are trying to minimise the time on site and of course prevent the larger gatherings of students that would occur if students were all to converge on one area of the School. Consequently, we have moved the registration process online.

This will involve the following process.

1. All students who have met the admissions criteria will receive an email from the School on results day at approximately 11:00am, indicating the offer of a place and the subjects we currently have on file as being their A level choices. With this email they will also receive a copy of the Sixth Form Agreement for them to read.
2. Students will then be required to complete a Microsoft Form that will be sent in this email. This form will give them the option to confirm their choices or make a change. Any change requests will be subject to space being available.
3. Additionally, this Form will have a section which will require students to confirm that they have read the attached Sixth Form Agreement. This agreement outlines the expectations of Sixth Form students, as well as indicating what the School will do for them during their time in Sixth Form. This is a really important document and should be read very carefully before confirming their agreement on the Form.
4. Once students have completed their Form, the School will have a record of confirmed places and will begin the process of making any adjustments to subjects that are possible. Any students whose subject changes have been confirmed will be emailed confirmation of their new subjects. Any students whose subject changes are not possible will be contacted to discuss their options by a member of the Sixth Form team.
5. **It is important to note that until the Form is completed, we will not have received formal notice that a student has accepted the place, so please make this a priority on results day.**

We hope this information is clear and will allow for a very smooth registration process. If you have any questions about this please email [registration@reading-school.co.uk](mailto:registration@reading-school.co.uk) and someone in the team will get back to you.

Kind regards,

Mr A. Lloyd and Mrs E. Turner

Head of 6<sup>th</sup> Form and Exams Officer