



Tuesday 2nd April 2019

Dear Parents/Carers,

Re: Study Leave and Examination Results Day

I am writing to inform you about arrangements for Study Leave and Examination Results Day, which will be Thursday 22nd August 2019.

Study Leave

Upon completion of exams, students will be timetabled in school for 3 days a week until the end of the academic year Friday 19th July 2019, if students are continuing with IES in 2020. The leave date of Friday 28th June 2019 is confirmed for students who are moving on.

Examination Results Day

Students are to collect their results from Independent Educational Services, 100 Cross Street, Stockingford, Nuneaton, CV10 8JH, between 10am – 12pm.

Upon arrival, students and parents should come to the gate where they will be met by a member of staff and escorted to the office. Results will be available to collect from Kirsty Simper (Exams Officer) in a sealed envelope.

You will be asked to sign in to verify that you have collected your results documentation.

If you are unable to collect your results in person, we can post these out to your home address on the morning of Thursday 22nd August 2019 by First Class Recorded Delivery. Please let us know if this is the case by Thursday 8th August 2019 by email.

Results not collected by 12pm on Thursday 22nd August 2019 will be posted out to the student's home address.

If you have any queries about Results Day please do not hesitate to contact Kirsty by email: ksimper@independenteducationalservices.co.uk

Please note that we do not receive formal certificates until a later date; these will be posted to you.

Kind regards,

Kirsty Simper, Exams Coordinator