

AR/CBA/FD/215

P09/10 Yr11 -10

«Forename» «Surname»

«Line_1»

«Line_2»

«Line_3»

«Line_4»

«Home_post_code»

Dear «Forename»

I am writing to inform you that the official GCSE examination results are published on Tuesday 24 August 2010 and will be available for collection from the Dining Room starting at 10.00 am.

If you are unable to collect your GCSE results at this time they will be posted to your address the next day. However, if you would prefer someone else to receive the results on your behalf on the 24 August then a formal letter requesting as such and naming the alternative person must be sent to Mrs Collier in advance of the results day itself. This process must be followed regardless of whether this nominated individual is a family member. On the day itself this person will need to verify their identity by appropriate photographic identification, e.g. drivers licence, passport.

For those of you returning to Macmillan Academy at Post 16, enrolment will take place on Wednesday 1 September 2010, between 8.30am and 2.00pm in the Post-16 Study Centre. However, over the summer the Head of Post-16, Miss Wilkinson, will be writing to provide you with more details.

On a final note I hope you are enjoying your well deserved summer break and I look forward to seeing you in August for what I hope will be a special day of great achievement.

Yours sincerely



Mr C Ball
Head of Year 11