

**Principal:** Natalie Jones

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Stoney Rock Lane, Leeds, LS9 7HD

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Co-op Academy  
Leeds

11 June 2024

Dear Parent/Carer

As you may already be aware, GCSE results day is Thursday 22 August 2024. All students are welcome to collect their results from school between 10am-11.30am in the Library. Students must enter and leave the Academy via the library gate.

We are confident that everyone's hard work during Year 11 will have paid off. Many teachers and other professionals will be present to help celebrate with your young people as they look forward to the next stage in their education and the world of work. Please be assured, however, that we will also have in attendance Miss Williams, our careers advisor, who will be available to support any students with post-16 questions, along with a few colleges.

If someone is collecting your results on your behalf you need to complete the form on the back of this letter and they need to bring it with them on the day. Please ensure they bring written permission from you and their own photographic identification, for example a driving licence or passport. Please note that if your nominated person comes and does not have this letter, they will not be permitted to collect your results.

Results not collected will be posted to your home address on Thursday 22 August. If you believe the home address we hold for you may not be correct, please contact the academy as a matter of urgency.

As an Academy we celebrate achievements and successes, and this may involve publishing photographs of students with their results on social media. No student names will be shown or shared. If you do not want your child's photo and results to be shared on social media, please can you put this in writing and send this in to school for the attention of the Examinations Officer.

Finally, to all those parents and carers whose children will be leaving the Academy, we would like to take this opportunity to thank you for the support shown to the school throughout their time with us. We wish your child every success for the future.

Best Wishes,

Miss N Jones  
Headteacher

# RESULTS THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S RESULTS

Please complete this form and give it to your representative to bring in with them when they come to collect your results.

Student details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

To: Examinations Officer

I am unable to collect my certificates in person from school, and therefore, give permission for

\_\_\_\_\_ to collect them on my behalf.

He/she will bring photographic proof of identity and a copy of this notification to enable you to release my results

Yours sincerely

\_\_\_\_\_ (Student Signature)

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Exam/Candidate Number)