

John Masefield High School and Sixth Form Centre

Mabel's Furlong, Ledbury, Herefordshire HR8 2HF

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Headteacher:

Andrew Evans BSc MA

Deputy Headteacher:

Andy Collard BA



July 2020

Dear parent/carer

I am writing to give you the current arrangements for your child to collect their Year 11 results on Thursday 20 August, and for enrolment into John Masefield Sixth Form.

Unless national or local circumstances change, we plan to open the school to allow students to collect their exam results in person. It is important to emphasise that our plan aims to make everyone's safety a priority whilst still enabling us to provide results in a manner that is as close as possible to previous years.

To ensure everyone's safety, please read and follow the arrangements very carefully:

Students with surnames beginning A to C

Between **9 am and 9.30 am only**, please go to the **school Sports Hall** where entry will only be via the external doors. There will be no access through, or to, the Leisure Centre.

Students with surnames beginning D to H

Between **9.35 am and 10.05 am only**, please go to the **school Sports Hall** where entry will only be via the external doors. There will be no access through, or to, the Leisure Centre.

Students with surnames beginning I to P

Between **9 am and 9.30 am only**, please go to the **entrance to the school near the Theatre/Dance Studio**.

Students with surnames beginning R to W

Between **9.35 am and 10.05 am only**, please go to the **entrance to the school near the Theatre/Dance Studio**.

We will only allow **students** to enter the building to sign for, and collect their results envelope.

At each location, entry to and from the school will be carefully managed by school staff.

Students enrolling in John Masefield Sixth Form, after collecting their results, will be guided to an area where information about starting in September will be given; subjects will be confirmed and any questions that students may have can be asked.

Immediately after collection, some students will be asked to accompany a member of school staff to a different location in the school for a short meeting to discuss their results and possible next steps. Parents/carers are welcome to attend that meeting, which will be socially distanced. In some cases, an arrangement to contact a student/parent by phone will be made immediately after the student's results have been collected.

Regrettably, we need to ask all other students and parents to leave the school site immediately after results have been collected. We understand that this is disappointing but, again, we hope you appreciate that this is to try to ensure everyone's safety. Staff will be present to direct students and parents/carers to and from the correct location.

(continued)

Please make every effort to collect results at the appointed time. We cannot guarantee to make results available at other times on the morning of 20 August.

If your child would prefer to receive results via email, please contact exams.officer@jmhs.hereford.sch.uk **by Friday 31 July** so that arrangements can be made. We are only able to email results to your child's school email address. It is therefore essential that, if they have forgotten their email address or password, they contact the school at it@jmhs.hereford.sch.uk **before Friday 17 July or between Monday 10 and Wednesday 12 August.**

If you have any questions about these arrangements, please contact the exams office at exams.officer@jmhs.hereford.sch.uk

If displaying symptoms of Coronavirus on results day, please do not come to school to collect results.
Please contact the Exams Officer who will make arrangements to email your child's results.

If circumstances change we will notify you with alternative arrangements.

Once more, we are sorry that arrangements cannot be more relaxed but we hope that you understand the reasons.

Best wishes

Peter Hammond
Assistant Headteacher