



20th November 2020
GE/CLD

Dear Parent/former student

Re: GCSE certificates and coursework

At this time of year we would normally invite our Year 11 leavers back to Park for an evening celebrating GCSE results and special subject awards, along with collection of coursework and the chance to informally talk with friends, parents, teachers and guests. Unfortunately due to current circumstances we are unable to do this.

We have arranged that our cohort of Year 11 leavers can collect their GCSE certificates, awards and coursework on **Monday 7th December**. We understand that students may be at college or have other commitments during the day so have organised that collections can take place from **2.00 pm until 6.00 pm from the School Hall**. To ensure we are as COVID safe as possible we have chosen this INSET day so that no other Park students are on site. Please access the school by using the gates situated at the 'bus turning circle' entrance. Please regard social distancing rules and ensure face coverings are worn at all times when on site - please only stay on the site for as little time as possible.

If a student is unable to collect their GCSE Certificates in person, someone else may collect them on their behalf but **must** bring a letter of authorisation, signed by the student. Certificates cannot be released without this.

In addition, we are looking to assist students and families who require support with school uniforms and books. Any donations of school uniform, books or revision guides would be gratefully received. Please bring these in a suitable bag so that we are able to quarantine them appropriately.

If you have any questions please contact our office team on 373131 or email admin@theparkschool.org.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Gareth Roscoe'.

Gareth Roscoe
Headteacher

