

Dear Student

## GCSE results day and securing your place in Sixth Form

Thank you for applying to Birchwood's Sixth Form, we hope you are managing to spend some well-deserved time with you friends and families. We would now like to inform you of the process for securing your place in the Sixth Form.

- GCSE results day and 6<sup>th</sup> form sign up will take place as scheduled on Thursday 12<sup>th</sup> August 2021
- External students will need to bring their GCSE results and Birchwood offer letter.
- **External students should not arrive at Birchwood until 11:30am.** This will give us sufficient time to clear the site of internal Birchwood students. Please ensure you adhere to these timings.
- Ideally, students will attend with just one parent or guardian. We do understand that this may not be possible in all cases but of course this is designed to ensure the process is as safe as possible for all involved
- Students should go to the Main Hall, where there will be a socially distanced queuing system in operation. You should follow guidance of staff and follow hygiene procedures requested.
- Once relevant processes are completed students and parents should seek to leave the site as promptly as possible
- Please be assured that on the day we will ensure social distancing and clear hygiene measures are in place for the safety of all.

If you have not achieved the required grades for your choices, you will be able to meet with a designated member of staff to discuss your options. There will also be a Help Desk to deal with any queries you may have.

Please note that your subject choices and curriculum plans will only be confirmed once your final GCSE grades are known.

The school will assume that you have declined your place in the Sixth Form at Birchwood if you do not attend on the day or contact us to explain why you cannot attend. Our contact number on the day will be 01279 756482, however if we do not pick up the phone due to being very busy, please email the contact below. The same also applies, if you need to contact us after 12 August please use the same email address and we will be happy to help.  
[crimesj@birchwoodhigh.org.uk](mailto:crimesj@birchwoodhigh.org.uk).

We are very much looking forward to seeing you and hope you enjoy the rest of your summer.



Yours sincerely

Mr I Torrance  
Head of Sixth Form

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