



# Kesteven & Grantham Girls' School

*Inspire, Challenge, Achieve*

*An Outstanding Selective Academy*

Headteacher: Mr J Fuller

April 2024

Year 13

Dear Student, Parent/Guardian

As the external exam period gets closer, we wish to inform you of our plans to support our A level students. Our approach has worked very well in the past and we hope that you will assist us in our efforts to minimise the stress that is normally associated with external exams.

Subject departments have planned to complete the delivery of their exam specification allowing time for reflection, review and revision. Lessons in all subjects will continue to be taught up to, and including Friday, 24<sup>th</sup> May and the expectation is that all students will attend reliably full time, including form time every morning, until this date.

It is entirely possible that a few students will have some exams during the period of 14<sup>th</sup> – 24<sup>th</sup> May. Our expectation is that students should attend all their timetabled lessons unless they are in an exam. Students should inform both tutors and class teachers in advance of the sessions that they will miss.

After the half term break, students are expected to attend lessons in each subject they study until they have completed their final examination in that subject. Morning registration will still take place daily until the end of the examination period on 21<sup>st</sup> June for those students who have period 1 lessons in subjects continuing with exams. There is an examination contingency day on Wednesday 26<sup>th</sup> June and all candidates should be available on this date.

Students should sign in and out diligently during the examination period. **It is important that they are reliable with this for safeguarding and health and safety reasons.**

## RESULTS DAY 2024

A level results' day this year is **Thursday 15<sup>th</sup> August**. This is the date on which results from all examination boards for A level subjects are available from KGGS.

We suggest that all our Year 13 students make arrangements to arrive at KGGS by 8.30am and the team of staff present will issue results in the common room as soon as possible.

If you are unable to collect your results in person, you should either leave a stamped, addressed envelope with Miss Edwards, our Examinations Officer for posting, or give her a letter, signed by yourself naming someone to collect them for you on the day. Please make it clear to that person that photographic proof of their identity will be required and that they should go to main school reception. You will need to organise this by the end of term on Friday 19<sup>th</sup> July 2024. Please note that we do not give out results over the telephone or via email.

It is advisable for all Year 13 students waiting for confirmation of a place in higher education to log on to UCAS track before coming into school as most universities will already have updated this system. The university that is confirming a place will change their offer from 'conditional' to 'unconditional' so students will know whether or not their place is confirmed. Students should not worry if this has not happened as not all universities manage it in time. There will be very heavy traffic on the UCAS website so patience may be necessary.

Mrs Macpherson and Mrs Elliker will be available on results day to help guide and advise students if things don't quite go to plan. It is very useful if students can ensure that they have the telephone numbers of both firm and insurance choices programmed into their fully charged mobile phone, and their UCAS reference number to hand.

Sandon Road, Grantham, Lincolnshire, NG31 9AU

Tel: (01476) 563017 Fax: (01476) 541155 Email: [mailto@kggs.org](mailto:mailto@kggs.org) Web: [www.kggs.org](http://www.kggs.org)

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Due to the large number of students collecting their results on this day, we would be very grateful if relatives and friends accompanying our students could remain outside Harrowby House. We ask that the car park be reserved for staff on this day as usual.

## LOCKERS

Lockers should be cleared by Friday **24<sup>th</sup> May 2024**, any contents found after this date will be disposed of.

## ACCOUNTS

Please try to run down student accounts over the assessment period. To make arrangements for the transfer of any positive balances, please contact our finance department.

## RETURN OF TEXT BOOKS

Textbooks should be returned to the relevant subject department on the day of your last examination.

Thank-you for your co-operation and good luck.

Yours sincerely

Mrs N Elliker  
Head of Year 13

Mrs S Macpherson  
Assistant Headteacher  
Post 16 Education & Welfare

Mr J Fuller  
Headteacher