

3 August 2020

Dear Parents

I am writing to inform you of our plans for distributing examination results for A Levels on **13th August** and GCSE on **20th August**.

We are hoping to be able to distribute results to the students in person in school, but whilst drafting this letter the news came through about the temporary tightening of COVID restrictions in Oldham. We therefore have some contingency plans in case it is not possible to bring pupils into the building to distribute results, which are detailed below.

Assuming that we are able to do so, our plan is to distribute A Level results in school from **8.00am on Thursday 13th August**, and GCSE results from **9.00am on Thursday 20th August**. We recognise that there are some students who may not wish to come into school in person to collect results, or who may need to quarantine following their return from holiday, and are unable to. I would therefore ask parents to complete the relevant google form below so that we are aware of students' preference. For those who do not wish to / are unable to come into school we will send a scheduled email with the students' results to their **school email address** at 8.00am for A Level results and 9.00am for GCSE results on the respective day.

The form for A Level results is here: <https://forms.gle/ffjk9kr4n9sQ7wtf6>

The form for GCSE results is here: <https://forms.gle/wirtCdkQiGSSN8SN6>

**In order to minimise the number of students in school, Year 12 students awaiting AS examinations, will have their results sent to their school email addresses.**

### **Procedure for results distribution**

If we are able to distribute the results in person, unfortunately this will not look like a normal results day. It is important that we do all we can to make this as safe as possible for students and staff. Therefore:

- I hope that parents will understand that **only students receiving results and staff are allowed on the school site**. This is to prevent a large crowd of people in school or people congregating in the car park. Students should enter via Reception.
- Students must not attend in person if they are either a confirmed case of COVID 19, or are living with someone who is a confirmed case.
- Only designated staff are permitted to come into school.
- All students and staff will have temperature checks on arrival. If a student has a high temperature, a member of staff will don PPE and take their results to the student outside.
- Social distancing will be strictly adhered to. We understand that this is an emotional day for students but it is important that there is no hugging.
- Students not in need of advice / support will not be able to congregate in school. They will follow the designated one way system, collect their results and then be encouraged to leave the building.
- There will be a cleaner on duty to carry out regular cleaning during the mornings.
- Hands must be sanitised on arrival at school and when entering a consultation room.
- Antibacterial wipes to be available to staff for using equipment.
- A one way system will be in place.

- A Level students are asked to bring their own device (laptop / chromebook) in case they need to log on to the UCAS system.
- Consultation rooms to be appropriately spaced and well ventilated.
- Students may wear face coverings if they wish to do so.

Our risk assessment for the mornings is here:

<https://docs.google.com/document/d/1j9oHsNjUYAjbLuIzreDTE2p2FCpkeXJGsLKusCpZrvM/edit?usp=sharing>

### **Staggered Arrival**

- On A Level results day many students will receive an email from their first choice university early in the morning confirming that they have been allocated their place. **These students are asked to delay their arrival at school until 9.30am at the earliest.** This will also apply to students holding unconditional offers. This will allow us to prioritise students in need of support. **Students who have not received such an email, and are therefore not certain of their first choice university place, are asked to arrive from 8.00am.**
- For GCSE, once we have established who wishes to collect their results in person, we will split the year group into 4 and stagger arrival times in four slots at 9.00am, 9.30am, 10.00am and 10.30am. There will only be a maximum of 25 students at any time on site. Students will be informed which group they are in in the week beginning 17th August.

### **Book / Equipment Return:**

Due to the ongoing public health situation we have been unable to collect school books and equipment from students as we normally would during the summer term. Therefore our results days will also be **Book Return Day**. It is important that all school equipment is returned.

Students will be able to follow the one way system in place and there will be rooms / tables designated for them to deposit their books / equipment on. These tables will not be staffed and the books will remain on the tables for several days before being removed to departments.

Each student is asked to write their name in their textbooks and clearly label any other equipment with their name in advance of coming to school. Heads of Department will then be able to check that the appropriate books / equipment have been returned.

### **Contingency Plans**

Over recent months we have become used to the need for flexibility and plans changing at short notice! I have sought advice from the local authority as to whether the tightening of restrictions locally has any impact upon results days, and am waiting on response, and will of course respond accordingly. Therefore two different contingency plans are below. We will communicate which plan we are following in the relevant results week.

#### **Plan B**

If there is an improving situation, but we are not confident about having pupils inside, results can be distributed in person outside.

- The staggered arrival arrangements above will apply;
- We will distribute results outside in a marquee or gazebos;

- We will only bring A Level students into the building who are in need of individual help;
- GCSE students will not be brought into the building.

### **Plan C**

This is if there is a deteriorating situation at results time.

- Results will be distributed by scheduled email at 8.00am when the embargo on results is lifted;
- For A Level students who need support, school staff will make contact with these students directly. This support will be provided remotely or, in a small number of cases, students will be invited to come into school to receive individual guidance.

I understand that this is an anxious time for pupils and parents waiting on these results, but please rest assured that the staff team at OHGS will do all it can to provide as much help and guidance as our students need. Further information about next steps, including appeals and autumn examinations will be available on the results days.

Yours sincerely

A handwritten signature in black ink that reads "Craig Mairs". The signature is written in a cursive style with a large initial 'C'.

CJD Mairs  
(Principal)