

Richard Hale School

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400 YEARS OF EXCELLENCE

Monday 1st July 2024

Dear Students, Parents and Carers,

As a follow up to my letter earlier this term, I would like to confirm arrangements for collection of examination results. We hope that there will be much to celebrate, and that students' hard work will be recognised. Staff will be on site to share results with students and to support them in their next steps.

Collection of Results

A Level and BTEC results will be available for students to collect in the **Main Hall** on **Thursday 15th August** from **8.00am**.

Should students be unable to come into school on Thursday 15th August to collect their results, they can be emailed as long as **he/she** has requested this from Mrs Bradbury, Examinations Officer on ebr@richardhale.co.uk. The request must come from the student's school email address before Friday 19th July. Results will only be emailed to the *student's school email address*. Results can be collected from school by a named person; in this instance, **the student** must complete the attached form and return it to Mrs Bradbury in school or from the student's school email address before Friday 19th July. This option is to be used only in exceptional circumstances. Results cannot be given out over the telephone.

Next Steps and Support

UCAS Hub will update from around 8.15am, indicating whether students have gained a place at their chosen institution. When they log on, this is what students will see on their Hub status, depending on their results and the university's decision.

- If your status changes to "*Congratulations! Your place at [uni name] for [course title] has been confirmed,*" it's great news! This means that you have definitely been accepted and have a place at that university. You will need to accept this offer (if you still want it).
- If your status changes to "*You have replied to your offer(s) and are holding at least one conditional place,*" it means that the university hasn't yet told UCAS whether you've met its conditions and been offered a place. If you know you have met the conditions, this will be confirmed in Hub.
- If your status changes to "*You are in Clearing. Your Clearing number is [Clearing number],*" it means you don't have any offers at the moment. But there's no need to worry – you'll be able to apply for a course through Clearing instead. Thousands of students use Clearing every year to find a course.

Headteacher: Ian H Hawkins

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- If your status changes to "*[Uni name] has offered you an unconditional place with substantial changes to your original choice. You are now waiting for confirmation from [uni name] (your other university or college),*" this means that one of the universities has made you an offer that's different to what you originally applied for, but your other choice has not sent their decision yet.
 - The changed offer could be for a similar course with different requirements or a different start date. You'd usually be given this type of offer because you haven't met the conditions, but the university still wants to give you a place.
 - If the changed offer is for your firm choice, you can accept it right away if that's what you want to do, or you can wait to see if your insurance choice makes you an offer as well.
 - If the changed course offer is your insurance choice, you'll have to wait to see what your firm choice does before you can accept.
 - With changed offers, you might want to get in touch with the university directly to discuss the details.
- If your status changes to "*At least one of your universities or colleges has offered you an unconditional place with substantial changes to your original choice,*" it means both of your choices have sent UCAS their decisions and, as above, at least one of them is a changed course offer.
 - If the changed course offer is your firm choice, you can accept it if you want to study that course, or you can accept your insurance choice instead if they've confirmed your place.
 - If both offers are changed course offers, you can choose whichever one you prefer.
- Universities must keep to their offers and can't turn you down if you achieve the necessary grades. So, if you get the grades and log on to UCAS Track, you should see that the offer has changed to 'Unconditional'. This means you have met the conditions and **your place is now confirmed**.
- If you miss the grades for your firm choice, but you get the grades for your **insurance choice**, you will automatically be accepted into your insurance choice university. You don't have to do anything.
- Your **confirmation letter** will be on its way and, when it arrives, hold onto it. You will probably need to show it to the bank when you get round to opening a student bank account.

If you have **missed out on the required grades for both your firm and insurance university choices**, don't worry! You can still apply for a place through **Clearing**. Have a read of the UCAS guide to Clearing before Results Day so you know what to expect

<https://www.ucas.com/undergraduate/clearing-and-results-day/what-clearing>

Before you do that, you might want to **phone your firm and insurance universities** to ask whether they would still be willing to offer you a place. This is especially true if you are just one grade or a few UCAS points off. They might offer you a place on an alternative course instead.

Remember to **sell yourself** and come up with a list of reasons why you would be perfect for the course. You can highlight other strong grades, extra-curricular experiences or relevant work experience.

Thousands of students across the country will be receiving their results on the same day. Students are strongly advised to have the following ready for Results Day in case they need to seek an alternative place:

- UCAS Hub login details
- UCAS ID number
- UCAS Clearing number, if you go into Clearing
- Details of your offers
- The UCAS and Clearing numbers of your chosen universities
- Contact details for your firm and insurance choice universities; it is helpful to have the telephone number of the subject department and a contact name, rather than just the general admissions office for the university
- A copy of your personal statement.
- A working phone and computer, so you can communicate by phone or email.

It is important to **note the following**:

- Universities will only speak to the student
- You may be on hold for a long time – persevere!
- It may help to have a family member or friend calling for you at the same time, then they can pass their phone to you once the call is answered.

Staff will be available should students need help regarding the procedure for checking university places or guidance on how to use the clearing system provided by UCAS for alternative courses/universities. Computers will be available for students if needed. If students and/or parents and carers would like to speak to a member of the teaching staff on Results Day, please go into the Dining Hall in order to arrange this with a member of staff. More than 50,000 students across the UK use Clearing to find a place each year, for many different reasons. Some apply direct, some don't receive any offers, and some simply change their mind. You may have heard that students who find themselves in Clearing can view a list of courses they have personally been matched to in Track. This does not replace the ability to view courses with Clearing vacancies in the UCAS search tool, which contains over 30,000 course options.

Additional support

Off-site support is available from HCC Services for Young People's team of Personal Advisers who are available to offer information, advice and guidance on going to university, finding a job or apprenticeship or undertaking some training. In order to contact a member of the team, students or parents/carers should text 'RESULTS' to **07860 065173** with the student's name, date of birth and Richard Hale School (to identify which school your son

attends). One of the Personal Advisers will then be in touch as soon as possible. Alternatively, students can call the team on **01992 588220** or email their local team:

sfyp.eastherts@hertfordshire.gov.uk if you live in the East Herts district, including Ware, Hertford, Bishop's Stortford and Buntingford

sfyp.welwynhatfield@hertfordshire.gov.uk if you live in the borough of Welwyn Hatfield, including Welwyn Garden City, Hatfield and surrounding areas

sfyp.broxbourne@hertfordshire.gov.uk if you live in the borough of Broxbourne, including Cheshunt, Waltham Cross and Hoddesdon.

Post-results Service

Whilst we fully intend to be celebrating with students, it is possible there may be some queries from students about results and grades. If any students would like to query any of their results with the exam board, they should speak with Mr Hawkins, Mrs Bradbury or myself on Results Day in the first instance. A series of options is available for students to query their results. Please have a look at the document attached to this email so that you are aware of what the exam boards offer. These services carry a fee for each paper; these fees must be met by families.

It is important to note that **priority reviews of marking** (requested to support a student in gaining a place at their preferred university) **MUST** be submitted by **Wednesday 21st August at 1.00pm** in order for them to be processed by the published deadline. Mr Hawkins, Mrs Bradbury and I will be in school 8.00am -12.00pm on 16th August to discuss post-results queries with students and their parents/carers. Students can also email their query to results2024@richardhale.co.uk. This email will come to the attention of Mrs Bradbury, Exams Officer, who will process the request. **Payments** for any post-results services must be made in school **with a card**. We cannot accept cash or payments by cheque or Wisepay. Mrs Shipp will be available in the Finance Office to take payment.

Post-Hale plans

I would like to draw your attention to an employment opportunity that we currently have here at school. We have a vacancy for a Level 3 **Teaching Assistant Apprentice** who would work in two different subject areas, one being **sport** and the other to be negotiated with the successful applicant. This role is ideal for former students wishing to undertake a Gap Year before moving on to further study or permanent employment and we have successfully employed former Hale students in this position over several years. Please contact Mrs Sue Homan, HR Manager for further details.

We are really looking forward to celebrating with you all on Results Day, as well as supporting students in their next steps. If you have any questions or concerns at this stage, please do not hesitate to contact me on bm@richardhale.co.uk.

Yours sincerely,

Mrs Jane Beacom
Deputy Headteacher