

# Richard Hale School

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Wednesday 2<sup>nd</sup> July 2025

Dear Parents and Carers,

It has been a pleasure to see so many students back at school for Sixth Form Induction. I hope students found it an enjoyable and useful experience.

I am writing to you to let you know the arrangements for collection of GCSE results in August and subsequent next steps. We hope that there will be much to celebrate, and that students' hard work will be recognised.

## **GCSE Results Day 2025**

GCSE Exam Results Day is Thursday 21<sup>st</sup> August. Students are welcome on site from 9.00am to collect their results which will be available in the Main Hall. Teaching staff will be on site to share the good news we hope the results will bring and to provide support and guidance as to the next steps students wish to take.

- Inside his envelope, each student will find a sheet detailing his exam results and a letter advising him of his next steps that day.
- If all goes well, and he has applied to Richard Hale Sixth Form, he will receive Letter A in his envelope. This means he will need to confirm he wishes to take up his place and also confirm his choice of A Level/BTEC subject(s) and enrichment course(s); he must do that in Mrs Gallagher's office (next to Reception).
- If a student wishes to change his subject choices and has met the criteria to take his preferred subjects, he can make an appointment to see a member of the teaching staff; he can do this with a member of staff in the Dining Hall.
- If a student is advised in his letter that he needs to make an appointment to see a member of staff, he must go to the Dining Hall to arrange this. He will wait in the Dining Hall until his appointment with a member of staff. Parents and carers are encouraged to wait with their son and to accompany him to the meeting.
- Should a student be unable to come into school on Thursday 21<sup>st</sup> August to collect his results, they can be emailed to him as long as **he** has emailed Mrs Bradbury, Examinations Officer, on [ebr@richardhale.co.uk](mailto:ebr@richardhale.co.uk) **from his school email address** to request this before Wednesday 9<sup>th</sup> July. He can elect to have his results collected from school by a named person; in this instance, **he** must complete the attached form and return it to Mrs Bradbury in school or via his school email address before Wednesday 9<sup>th</sup> July. This option is to be used only in exceptional circumstances. Results are unable to be given out over the telephone.

We may be unable to confirm places on all courses on Results Day. This may be due to oversubscription. If this is the case, we will inform you and your son about this and will let you know by when we will be able to confirm his subjects for September.

**Headteacher: Ian H Hawkins**

Richard Hale School is a company limited by guarantee (company no. 08572898) and exempt charity registered in England and Wales at Hale Road, Hertford, Herts. SG13 8EN

Tel: 01992 583441 Email: [admin@richardhale.co.uk](mailto:admin@richardhale.co.uk)

### Additional support

On Results Day, a representative from Services for Young People will be on site to provide support regarding college courses and employment opportunities. Students and their parents/carers will be able to benefit from this valuable opportunity in the Library.

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 college or an apprenticeship. 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](mailto: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](mailto: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](mailto: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. A series of options is available for students to query their results. These services carry a fee for each paper; these fees must be met by families. I have attached to this email details of post-exams services offered by the exam boards.

If your son would like to review any of his results with the exam board, he should email [exam@richardhale.co.uk](mailto:exam@richardhale.co.uk). This email will come to the attention of Mrs Bradbury, Exams Officer, who will process the request from Monday 1<sup>st</sup> September when term starts for staff. Please note the deadline of **3<sup>rd</sup> September** for the return of scripts to support a potential marking review. Mrs Bradbury will be in school on Monday 1<sup>st</sup> September from 8.00am-2.00pm to discuss your queries. Additionally, you and your son may wish to discuss reviewing results with a member of the teaching staff. Heads of Department or Mrs Bradbury are the best people to speak to in this regard. The deadline for receipt for any other post-results service for GCSE results is **Tuesday 23<sup>rd</sup> September**.

Please have a look at the accompanying documents so that you are aware of what the exam boards offer. Please note that payments for any post-results services must be made in school via Wisepay. The £1 administration fee that Wisepay charge for this transaction, is added on to your total payment. A member of the Finance team will be available in the Finance Office to take payment.

### Exams in the Autumn Term

It has been confirmed students will have the opportunity to resit exams in English Language and Maths only in the autumn exam series if they would like to try and improve their grade. These GCSE exams have been scheduled between Monday 4<sup>th</sup> November and Monday 11<sup>th</sup> November. Should a student wish to take exams in any subject(s), please go to the Exams tab on the website where you will find guidance as to your next steps as soon as we receive it from the exam boards regarding these entries. Requests for entries must be with us by 3<sup>rd</sup> October.

### **Pre-course assignments**

During the Induction, teachers will have shared information regarding the Pre-course assignments that they would like students to complete over the Summer break. These are now available on the website under the Sixth Form section and on the [Transition and Induction](#) page; students are required to complete the work for all the subjects they are considering taking from September.

We are looking forward to celebrating with students on Results Day, as well as supporting them in their next steps. If you have any questions or concerns at this stage, please do not hesitate to contact me on [pt@richardhale.co.uk](mailto:pt@richardhale.co.uk).

It was a pleasure to welcome back so many students to our induction sessions and we have thoroughly enjoyed working with them on the start of their post-16 journey.

Yours sincerely,

Mr Kevin Patterson  
Assistant Headteacher