

June 2016



**This is an important letter covering aspects of progression from Year 1 to 2 and accessing AS results. Please show this letter to your parents.**

Dear Student

I hope all your assignments and examinations went well.

## **RESULTS AND ENROLMENT FOR YEAR 2**

**BTEC Extended Diploma students:** You already know if you have completed sufficient work to progress to Year 2 of the course. If this is the case you will have already been informed by your Course Leader that you can progress to Year 2 and have been automatically enrolled onto your course next year.

**AS examination results will be available on Thursday 18 August.** Your results will be emailed to your College email account and will be accessible from 10.00 am onwards. This document will be password protected and the password will be sent to your email account between 9.30 am and 10.00 am that morning. You will also be able to access your results through ProPortal from 10.30 am. Members of staff, including Exams and Careers staff, will be available from **11.00 am** onwards to deal with problems directly related to results (e.g. missing results or request for scripts and re-marks).

**AS students - enrolment for A2 courses:** Once you have received your AS results, you **must** enrol for your second year programme as soon as possible. You can do this using your ProPortal password (if you have lost this, please contact [mis@kgv.ac.uk](mailto:mis@kgv.ac.uk) and they will email your password to you). The subjects available will be those selected on your progression form which you should already have completed with your Progress Coach. If you need to make changes to these subjects, you will need to attend College on **Thursday 18 or Friday 19 August** to discuss the changes. Online enrolment for second year is available between **Thursday 18 and Sunday 21 August**. If you are going to be away on these dates on a holiday that has already been booked, you must contact Pamela Shea ([pshea@kgv.ac.uk](mailto:pshea@kgv.ac.uk)) before 1 July to make an appointment to enrol when you return from holiday: this is just in case your results are not quite as planned or hoped for.

**Please remember** as previously indicated that to qualify to A2 study you must achieve at least a grade D to continue with that subject. Staff will be available at College to discuss options for students who have not achieved this standard.

## **GCSE RESULTS**

If you have taken GCSE exams this summer, results will be available as a password protected document sent to your email account and will be available from 8.00 am on Thursday 25 August.

## **GENERAL INFORMATION AND ADVICE ON GRADES, RE-SITS AND RE-MARKS**

In some circumstances it may be possible for you to re-sit certain AS modules. If you need guidance in respect of re-sits your Progress Coach will be able to advise you.

Requests for a copy of exam scripts and re-marks will be available through ProPortal from Thursday 18 August. Further details will be available in your results email.

Principal: Adele Wills

## **FINANCIAL SUPPORT**

The College receives funding from the Government in order to provide financial support to students to enable them to continue in further education. This fund, the '16-18 Bursary Fund', is available for all students to apply for, but it must be borne in mind that the funds are extremely limited and the College bases payments on household income and will target those most in need. Students who were in receipt of a Bursary in their first year will have to re-apply for the second year. Bursary application forms and guidance notes will be sent out during the summer.

## **TRANSPORT**

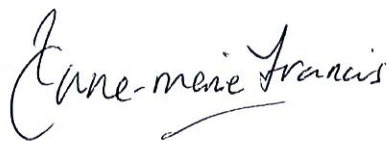
The College is currently reviewing the coach service for next year and will contact you before the end of the summer term to advise you of any changes or revisions.

## **START OF THE NEW YEAR**

You return to College on **Monday 5 September** to continue the second year courses you started in June. Your second year timetable will not be generated until after all enrolments have been completed and your study day will be confirmed at that time. Finally, I hope that you have a smooth and problem-free progression to Year 2 of your course. I would like to take this opportunity to remind you that good attendance in year two is essential in order to achieve good results.

I hope this information is helpful for students and parents alike.

Yours sincerely

A handwritten signature in cursive script that reads "Anne-Marie Francis". The signature is written in black ink and is positioned above the printed name and title.

**Anne-Marie Francis**  
**Acting Principal**