

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. You **must** come into College on Thursday 31 August between 10.00 am and 12 noon to enrol for your second year programme. If you are going to be away on 31 August on a holiday that has already been booked, you must contact Pamela Shea (pshea@kgv.ac.uk) before 7 July to make an appointment to enrol at another time

Progression and AS examination results will be available on Thursday 17 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 (eg missing results or request for scripts and re-marks).

Please remember, as previously indicated, to automatically progress to second year you must have passed your AS exam or Progression Exam to continue with that subject. If you do not pass you must come into College as soon as possible on Thursday 17 or Friday 18 August to discuss the most appropriate course for you for September.

Enrolment for Year 2 courses: Once you have received your Progression and AS exam results, you **must** come into College on Thursday 31 August between 10.00 am and 12 noon to enrol for your second year programme. If you are going to be away on 31 August on a holiday that has already been booked, you must contact Pamela Shea (pshea@kgv.ac.uk) before 7 July to make an appointment to enrol at another time

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 24 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 teacher will be able to advise you.

Requests for copies of external exam scripts and re-marks will be available through ProPortal from Thursday 17 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

Information related to the College coach service and Arriva Buses for next year will be sent out during the summer.

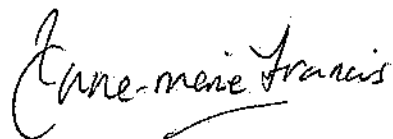
START OF THE NEW YEAR

You will return to College on **Monday 4 September** to continue the second year of your programme and your second year timetable will be available on ProPortal from 31 August.

I hope that you have a smooth and problem-free progression to Year 2 of your course and I would like to take this opportunity to remind you that good attendance in year two is essential in order to achieve good results in summer 2018

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

Yours sincerely



Anne-Marie Francis
Acting Principal