



**Hazel Wood**  
High School

Respect Responsibility Aspiration

Dear Parent/Carer,

**Re: GCSE Results Day 2023**

I am writing to you to remind you that GCSE Results Day is on Thursday 24<sup>th</sup> August 2023 and students can come into school to collect their results between 10.00am – 12.00pm.

HWHS staff and Kevin Welch from Realistic Choices, the school's Independent Careers Adviser, will be on hand to offer any advice or support our former Year 11 students may need.

Individual results will also be emailed out to students via their school email addresses at 8.30am on the morning of results day. Students will be able to access their email accounts by going to <https://www.office.com/> and using their school email address and existing password. **Please note that access to these email accounts will then be disabled on Friday 25<sup>th</sup> August.**

**Please also note:** we can only give results out to the student themselves unless they write a signed letter of request with a named person to attend in their place. If your child will not be able to collect their results in person and would like somebody else to collect them on their behalf, please complete and return the Third Party Collection Form on the next page.

Kind Regards,

Mr. T Spencer  
**Business Manager**

Headteacher: Mr Paul Greenhalgh

Hazel Avenue, Bury, Lancashire, BL9 7QT

 0161 797 6543

 [enquiries@hazelwoodhigh.co.uk](mailto:enquiries@hazelwoodhigh.co.uk)

 [www.hazelwoodhigh.co.uk](http://www.hazelwoodhigh.co.uk)



**THIRD PARTY COLLECTION – EXAMINATION CERTIFICATES**

On collecting candidates will be required to sign confirming collection of examination certificates and check that all personal information and the results shown are correct.

If a candidate is unable to collect their examination certificates personally, please complete this form requesting a third party to collect it on your behalf and return to the Data, Assessment and Exam Officer.

**PERMISSION TO COLLECT A CANDIDATE'S EXAMINATION CERTIFICATES**

*I am unable to collect my exam certificates and give permission for my representative*

\_\_\_\_\_ (insert full name)

*to collect certificates on my behalf.*

*I confirm that my representative will provide photographic ID (ie. passport or driver's licence) on collection and will sign to confirm certificates have been received and that my personal details and grades are correct.*

**Candidate name**

**Candidate signature**

**Candidate Number**

**Date**

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**OFFICE USE ONLY**

The nominated named person above has shown a form of photographic ID (ie. passport or driver's licence) *please tick*

Headteacher: Mr Paul Greenhalgh

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