



CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

14th July 2021

Dear parents, carers and our Year 11 students,

I hope you are well. It is now 5 weeks since our Year 11s conducted their last pieces of core and supplementary pieces of evidence towards their final Centre Assessed Grades. We would like to take this opportunity to congratulate our Year 11s for their resilience, positive attitude, hard work and dedication they displayed during this time. Below are some key messages that I want you to have before we break up for the summer. Perhaps the most important message is that unless there are major changes in the Government's advice, we plan to open school so that you can physically collect your GCSE grades and have staff at hand to help you process the grades you receive and consider your next steps.

How grades have been calculated

The grades that you will be awarded in August are based on the body of evidence collected in line with the government guidance and materials published by the awarding exam board. All grades have been rigorously moderated and undergone a series of quality assurance checks including within Faculties and admin checks resulting in them being signed off by the teachers, Heads of Faculty and myself as Head of Centre.

Appeals process

The appeals process this year will firstly involve a centre review of the grade awarded. A centre review can be requested where you believe an administrative or procedural error has been made by the centre. Staff will be available during Summer on Thursday 12th and Friday 13th August **ONLY** to support with this process. Please contact appeals@cansfield.wigan.sch.uk or speak with a member of staff on results day to book a meeting to discuss this in further detail. Following this, you must provide a detailed explanation of up to 5000 characters outlining the nature of your appeal including what you believe went wrong and what impact you believe this has had on your grade. It is important to note that this year grades may either stay the same, go up or go **down** as a result of an appeal. You will be required to complete all necessary paperwork and submit appeals no later than Friday 3rd September midday by emailing appeals@cansfield.wigan.sch.uk. Upon our return to school on Friday 3rd September we will send a receipt for your submission. You will then be contacted by school within the designated 10 days after this date. From here you will be informed of the outcome of the review. In giving feedback we will outline your options moving forward. For all documentation surrounding appeals please see our website under the Exams tab.

Arrangements for results day

Results day is Thursday 12th August. We ask that you turn up at a pre-allocated time and stick closely to this. These times are based on the first letter of your last name. So:

Time	First letter of last name
9.30-10.00	A-F
10.00-10.30	G-N
10.30-11.00	P-Y

Headteacher: [Dr G Baker](#)
Cansfield, Old Road, Ashton-in-Makerfield, Wigan. WN4 9TP

If you enter the school at the middle gate off Cansfield Grove, staff will be there to direct you through the process of completing any forms and ensuring that you get your grades safely. There will then be an opportunity to speak with Heads of Faculty, the Senior Leadership Team and members of our careers team.

If you do not want to come and collect your grades in person then we need written permission from the Year 11 student (which includes their signature) to either give the results to another adult or we can send them via secure email. Please email l.kay@cansfield.wigan.sch.uk with said written permission.

Thank you for your well wishes and your patience during this time. We miss you all and we are looking forward to seeing you on results day. In the meantime, have a great holiday.

Best wishes,

A handwritten signature in black ink, appearing to be 'GB', is centered within a light grey rectangular box.

Geoff Baker.