



Le Rocquier School

Dear Parents of Year 11 Students.

I am writing to confirm the arrangements for GCSE results day on Thursday, 22<sup>nd</sup> August 2019. This is an important day and we are open in order to provide the keenly awaited GCSE results and to also offer advice to students and parents on their next steps.

On Thursday we will be handing out GCSE results between 10am and 12pm. There will be plenty of staff on site to share your successes and to offer help or advice if needed. Once you have received your results, Hautlieu opens at 11am and Highlands from 10am for you to attend and confirm your courses.

I and members of my senior team will then be available until 3pm on Thursday and from 9am until 2pm on Friday to help with post 16 enquiries such as remarks or to offer further advice to our young people on the options and opportunities available post 16. Our front office may not be manned so please either attend school or give one of us a ring to make an appointment on Tel. 07797930375. We may be able to help you over the phone, but use this mobile number if you don't get an answer via the main school number.

Whilst we recommend that a student collects their results and then attends either Hautlieu or Highlands to confirm their choices, some students may not be able to. If a student opts for a parent or family member to collect their results, they **must** bring a signed letter from the student and **must** also have photo ID with them. Data protection laws mean we cannot hand out personal information without this process. We may need to call the student to confirm the arrangements.

If students are off Island and are calling school for results, we will need the student to make the call and go through an ID check over the phone. You may wish to let me know you will be calling so we have the results ready, please email me on [a.adkin@lrs.sch.je](mailto:a.adkin@lrs.sch.je) and also provide a number to contact you on in the email.

Hautlieu and Highlands will have written to you or your son/daughter explaining the process for confirming results and accepting places at either institution. Once you have your results from us, it is vital you follow their instructions otherwise you could find yourself without a place on the course you want. I have included a letter (below) explaining these processes and how help or advice can be gained from Skills Jersey. If you have applied to two institutions, please contact the one you are declining so they know.

Not many more sleeps to go and we look forward to seeing you on Thursday.

Kind regards.

Andrew Adkin

Head Teacher

## ADVICE ARRANGEMENTS

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### **Careers Guidance Team**

For general advice about further education or employment options you can meet with one of our Careers Guidance Team. It is advised to phone to book an appointment on 449440 or email [skillsjersey@gov.je](mailto:skillsjersey@gov.je)

The Careers Guidance Team is based at Bermuda House, Green Street. We are open from 8:30am until 5:00 pm on Monday to Friday throughout the summer holiday period.

### **Hautlieu Sixth Form Registration**

All applicants are required to confirm they are accepting their offer of a place on A Level or International Baccalaureate Diploma programmes between 11.30am and 2.00pm on Thursday 22nd August 2019. **If you do not confirm acceptance of your place by this time we will assume that you do not wish to take up your place at Hautlieu.**

All applicants who have met the conditions of entry and simply wish to confirm acceptance of their offer of a place at Hautlieu can either:

- Telephone the school on 736242 during the above hours.
- E-mail the school – [office@hautlieu.sch.je](mailto:office@hautlieu.sch.je) before 2.00pm on Thursday 22<sup>nd</sup> August 2019
- Attend the school in person between 11.30am and 2.00pm on Thursday 22<sup>nd</sup> August 2019

**PLEASE NOTE: Applicants who would like to discuss their results and A Level or International Baccalaureate Diploma courses or course choices MUST attend the school between 11.30am and 1.00pm on Thursday 22<sup>nd</sup> August or between 9.00am and 2.00pm on Friday 23<sup>rd</sup> August.**

If you wish to discuss your results or course choices on Friday 23<sup>rd</sup> August, please ensure that you make contact with the school on Thursday 22<sup>nd</sup> August, before 2.00pm, where an appointment with a member of the team will be made for you for Friday 23<sup>rd</sup> August.

Course enrolment is on Wednesday 4 September, between 10.00am and 12.00 noon. Please note it is essential that you are on time for this day and are seated in the hall for a punctual start at 9.45am. If you do not attend this induction session we will assume that you will not be enrolling at Hautlieu for the 2019-20 academic year. Term begins on Thursday 5 September at 8.35am.

## **Highlands College Enrolment Days**

All prospective students who have received a firm or conditional offer for their chosen course must attend one of the Enrolment Days on either Thursday 22<sup>nd</sup> August, between 10.00am – 3.00pm and Tuesday 27<sup>th</sup> August between 10.00am – 1.00pm. Students are to arrive at main reception to enroll and pay for their course. Photo ID will also be taken as part of the enrolment process.

Students must bring with them a copy of their offer letter, their examination results and any other supporting evidence to indicate that they have met the conditions of their offer.

If students are unable to attend the enrolment days, please contact the Full Time admissions Team on 608582 or email [fulltimeapplications@highlands.ac.uk](mailto:fulltimeapplications@highlands.ac.uk). All offers of places are subject to a sufficient number of enrolments.

## **Other Post 16 Providers**

All other Post 16 Providers (Beaulieu Convent School, De La Salle College, Jersey College for Girls, Victoria College) will be open to deal with queries and offer information, advice and guidance on the morning of Thursday 22<sup>nd</sup> August. For specific timings please contact these schools directly.

**IF YOU HAVE APPLIED TO MORE THAN ONE POST 16 INSTITUTION, IT IS IMPORTANT THAT YOU LET THEM ALL KNOW WHEN YOU HAVE MADE YOUR DECISION.**

**YOU MAY BE TAKING UP A PLACE THAT SOMEONE ELSE IS LOOKING FOR.**

Example: You have applied to both Highlands and Hautlieu and have gained the entry grades required for both. If you decide to go to Hautlieu, confirm that decision with Hautlieu and inform Highlands that you will not be taking up your place.

**To contact Highlands, telephone 608582 or e-mail [fulltimeapplications@highlands.ac.uk](mailto:fulltimeapplications@highlands.ac.uk)**

**To contact Hautlieu, telephone 736242 or e-mail [office@hautlieu.sch.ie](mailto:office@hautlieu.sch.ie)**