

CITY OF DERBY ACADEMY

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19/05/2025

Further Exam Period Arrangements

Dear student/parent/carer

The GCSE exams have been progressing brilliantly so far. This letter outlines some of the key information for parents and students to guide them through the rest of the exam period through to results day. Please read this information carefully.

Arrangements from 6th June onwards

The school will be open for all students that wish to attend from 6th June onwards. Staff will be in their rooms for the normal timetabled day. Students are welcome to attend to revise.

The table below outlines the different instructions, depending on the number of exams a student has on a particular day.

No Exams	Study at home or at school
Morning exam only	Attend exam at 08:45. Gather in the hall and be ushered into the exam as normal.
	Return home after the exam
Morning and Afternoon exams	Attend morning exam at 08:45. Gather in the hall and be ushered into the exam as normal.
	Spaces will be available for private study during the day following the normal school timetable, and lunch will be available as normal at 12:55
Afternoon exam only	Move through to the exam spaces at 13:20. Return home after the exam.
	Attend lunch/revision at 12:55 - Use community entrance. Move through to the exam spaces at 13:20.
	Return home after the exam.

Uniform & Rules

Students must wear correct school uniform to all their exams. Students are responsible for continuing to stick to the rules outlined in assemblies and at the start of exams. **Full JCQ rules and advice are here - www.cityofderbyacademy.org/old/exams/**

Leavers' day

The leavers assembly will take place on **Thursday 19th June from 9.30am until 10.30am**. This is to avoid important exams that are taking place in the weeks leading up to this date. Shirt signing will take place following the assembly from 10.30am until 10.55am. Pupils will then need to leave the school site by 11.00am.

Leavers Hoodies

Pupils can purchase a leavers hoodie for £20.00 if they wish. The ordering process is on the school website, or the students can collect a letter from Ms Rerrie

Prom

Prom will take place on **Friday 20st June at ‘The Yard’ Pride Park stadium 7.30pm until Midnight**. The cost of the ticket is £25.50. Pupils who have qualified for all three Activity Day’s this year AND have 95%+ attendance to school will qualify for a ‘Golden Ticket’ which is **FREE**. Payment for the Prom is via Parent Pay. Those who have qualified for a Golden Ticket will be notified soon.

Results day

The school will be **open 09:00 – 12:00 Thursday 21st August 2025**, we encourage all students to come and collect an envelope containing your provisional statement of results. Please note the following;

- Parents are not allowed into the school building (they can wait in front of the building to celebrate with you!)
- On arrival, please form an orderly queue. You will be asked to confirm your plans after leaving school.
- You will collect your results envelope from the Bistro Area from desks arranged by surname.
- You must check that your personal details are correct on the results statements you receive and let us know if they are not, otherwise the official examination certificates you will receive will be inaccurate.
- You can then leave or:
 1. speak to your HOY, a Careers Advisor or staff from local colleges about your next steps after leaving school;
 2. complete a form if you would like to appeal against one or more of the grades you have been awarded (there will be forms available on the day and staff to advise about this process).

If you are unable or would prefer not to collect your results in person on Results Day, your provisional results statement will be posted to your home address on the same day. Your results will also be released on **Go4Schools** before the end of the working day on Thursday (a reminder about how to log in are included in this letter). You will be able to see the actual grades that you have been awarded by the examination boards. You can nominate someone else to pick your results up by returning the slip below to the general office **before 18th July**. The nominee needs to bring photo ID with them on the day to confirm their identity.

Finally, if you (or your parents) have any questions or concerns about anything relating to Results Day, please email the exams team at examshelp@cityofderbyacademy.org.

I would like to take the opportunity to wish all our students the very best for the rest of the exam season and thank parents for their ongoing support.



Mr. J Green Assistant Head - Assessment, Exams, Reporting



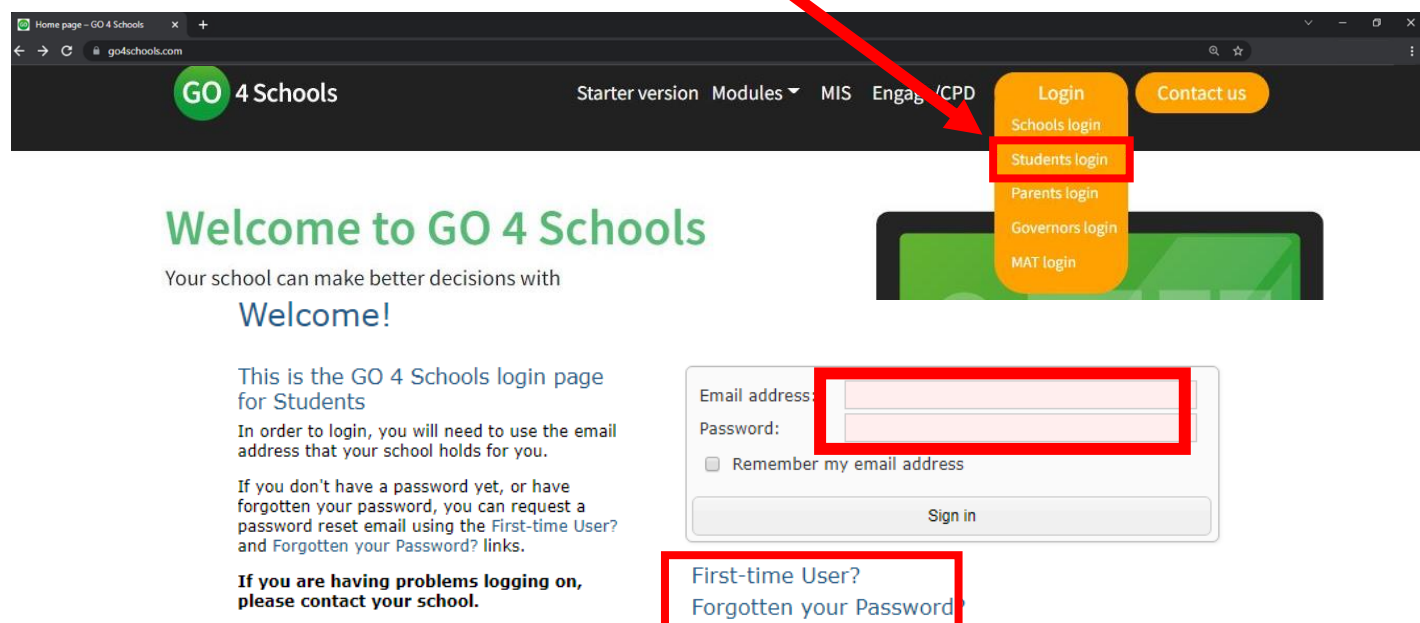
Candidate name			
<input type="checkbox"/> I give permission for my representative: _____ to collect results on my behalf. I confirm that my representative will provide photographic ID on collection			
Candidate signature		Date	

Logging into Go4Schools – Students

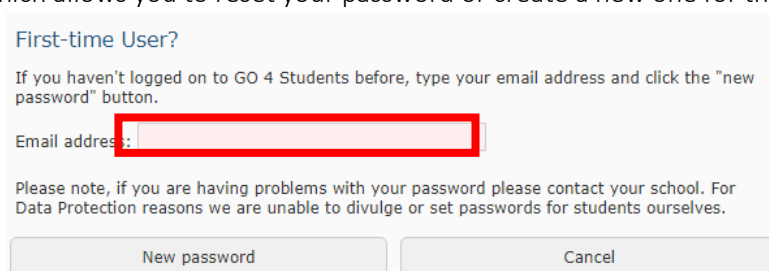
Students' usernames are the same as their school email address which will look something like this:

username@cityofderbyacademy.org

1) To log in, please go to www.go4schools.com and click on login, then Students at the top of the main page:



3) If you select either **Forgotten your Password?** or **First-time User?** all you need to do is enter your school email address and an email will be sent which allows you to reset your password or create a new one for the first time.



Logging into Parents/Carers

Parents/carers can also access Go4Schools using the website or the app as long as the school has an up to date email address for you. If you have not yet provided us with an email address, or your email address has changed, please follow the steps below:

1) Send an email to the following address: **admin@cityofderbyacademy.org**

2) In your email, simply state that you would like Go4Schools access and provide us with the following information: Child's name, Child's date of birth, Year group, Form group (if known), Your name, Your relationship to the child

We will then be able to add/update your email address and link it to the student information on our school database. Once we have your email address in our school database you will be able to access the parents section of the Go4Schools website and/or use the GO4Schools mobile app.

