



Portadown College

Principal: Gillian R Gibb, BA(Hons), PGCE, MSc, PQH(NI)

4 July 2022

Dear Year 12 Parent/Carer

As we approach the end of the academic year, I write to share key information in respect of GCSE Results Day (25 August 2022) and the commencement of the Autumn Term.

Thursday 25 August 2022 (GCSE Results Day)

- Results can be collected in the Assembly Hall from 9.00am.
- Results not collected by 3.00pm on Thursday 25 August 2022 will be posted first class on that afternoon.
- Results will only be issued to your son/daughter. In the event that your son/daughter will not be available on Thursday 25 August 2022, the person he/she nominates to collect his/her results must provide written authorisation from your son/daughter for the College to release results.
- The CEIAG Department (Careers Education, Information, Advice and Guidance), Heads of Department and subject teachers will be available in College from Thursday 25 August 2022 to advise students as required.

In the envelope containing his/her statement of results issued on Thursday 25 August 2022, your son/daughter will also find enclosed information on:

- (i) the steps required for **AS subject choices*** to be made by **10.30 am on Thursday 25 August 2022**;
- (ii) the steps students not returning to College should follow;
- (iii) access to advice from the CEIAG Department.

*To ensure your son/daughter can access the online forms, please check they can log onto their year group Google Classroom by Monday 22 August 2022 so that any issues can be resolved. Please refer to "Accessing Online Information" below.

Please be advised that members of College staff may need to contact your son/daughter on his/her mobile phone to discuss AS subject choices. In accordance with GDPR procedures, mobile numbers will be deleted once they are no longer required for this purpose.

Please note, in accordance with our 2022 Admissions Criteria, that Portadown College students require a minimum of 3 Grade B and 5 Grade C*/C GCSE grades to enter Sixth Form. AS subject choice is conditional on the availability of places in chosen subjects or courses and subject-specific grade requirements (for details, refer to the College Prospectus 2022-23: <https://www.portadowncollege.com/about-us/prospectus/>).

Accessing Online Information

Should your son/daughter not be able to log into their C2k account to access relevant information in the Google Classroom, they should contact the College ICT Technician, Mr Robinson.

Subject Changes

Please note that we will seek to accommodate any subject changes up to, and including, Induction Day. However, after this date, students must complete a full Week A and Week B timetable before requesting to drop or change a subject. The subject change/dropping forms will be available again from Thursday 15 September 2022.

Post-results Service 2022

After GCSE results have been received, there is a formal process to follow if your son/daughter believes he/she has sufficient grounds on which to appeal a grade. For further details, please refer to the [PC Policy for the Post Results Service](#) which outlines your options. This service opens at 9.00am on Friday 26 August; please note the deadlines for submission contained with the policy.

This guidance, alongside other useful information for Results Day, is posted on the **Year Group Google Classroom > Classwork > Results Day August 2022**, as well as the College website:

<https://www.portadowncollege.com/controlled-assessment/>

Year 13 Induction and Start of Term Arrangements

A Year 13 Induction session in College is planned for **Wednesday 31 August 2022**. Your son/daughter will attend College from 9.30am – 1.05pm on this date. The purpose of this session is to allow your son/daughter to familiarise themselves with arrangements for the new College year and carry out necessary administration. Your son/daughter should wear full College uniform on the Induction Day. Term 1 will commence with a full College day for all students on **Thursday 1 September 2022**.

Parental Information Booklet

The Sixth Form Parental Information Booklet for 2022-2023 is available to view on the College website and can be accessed [here](#). This booklet contains important information about many aspects of College life and I would encourage you to read it carefully with your son/daughter in advance of the commencement of Sixth Form. Please contact the College Office if you require a hard copy version of the booklet.

College Calendar 2022-2023

Please see attached key dates from the College calendar for 2022-2023.

A calendar of updated events is available on the College website (www.portadowncollege.com)

All Year 13 students are required to return to normal timetabled classes following their AS examinations. The provisional date for this is Monday 12 June 2023. Students must not arrange holidays until after the last day of Term 3.

Should you have any additional queries over the summer, you are most welcome to contact me here in College via the info account (info@pc.portadown.ni.sch.uk).

In closing, may I take this opportunity to wish you and your son/daughter a relaxing and enjoyable summer spent in the company of family and friends.

Yours sincerely



Gillian R Gibb
Principal