

Special arrangements for starts, ends and lunch on the first two days of term

Please note from the week commencing 7th September there are separate **arrival** and **start** times for each year group – see next attachment

Thursday 3rd September

Lunch on the grounds weather permitting

Year Group	Start time am	End time pm	Entry/Exit Via	Lunch Arrangements
7	9.00	3.00	Meadway	Bring Packed Lunch
12	9.30	1.00	Gordon Way	Depart prior to lunch

Friday 4th September

Lunch on the grounds weather permitting

Year Group	Start time am	End time pm	Entry/Exit Via	Lunch Arrangements FSM Provision Only - Packed Lunch
7	8.40	3.00	Meadway	Bring Packed Lunch if not FSM
8	9.30	2.00	Meadway	Bring Packed Lunch if not FSM
9	9.30	2.00	Gordon Way	Bring Packed Lunch if not FSM
10	9.00	2.30	Gordon Way	Bring Packed Lunch if not FSM
11	9.00	2.30	Meadway	Bring Packed Lunch if not FSM
12	8.40	12.20	Gordon Way	Depart prior to lunch
13	8.40	12.20	Gordon Way	Depart prior to lunch

QEGS School Day September 2020

- 2 different entrances to allow 2 year groups to arrive at the same time, keeping year groups apart
- Tutor time at start of the day - tutors to collect form groups lined up alphabetically at start of day from main reception outdoor area or upper courtyard (KS3 and KS4)
- Some students start at 8:30am, all students to arrive "just in time" - no breakfast or before school provision
- 2 different break and lunch venues to keep apart the 2 year groups sharing same break/lunch time
- Period 4 extended to 1 hour 10 min lesson, period 5 varies in length to facilitate staggered departure
- No afternoon form time due to teachers not being available due to staggered lesson ends

Time	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12&13
8:30am	Arrive/reg (Meadway)	-	Arrive/reg (Gordon Way)	-	-	-
8:40am	Form time	Arrive/reg (Meadway)	Form time	Arrive/reg (Gordon Way)	-	-
8:50am	Form time	Form time	Form time	Form time	Arrive/reg (Meadway)	Arrive/reg (Gordon Way bottom)
9:00am	Form time	Form time	Form time	Form time	Form time	Form time
9:15am	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
10:10am	Break	Period 2	Break	Period 2	Period 2	Period 2
10:30am	Period 2	Break	Period 2	Period 2	Period 2	Period 2
10:50am	Period 2	Period 2	Period 2	Break	Period 2	Period 2
11:10am	Period 2	Period 2	Period 2	Period 2	Break	Break
11:30am	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
12:25pm	Lunch	Period 4	Lunch	Period 4	Period 4	Period 4
1:00pm	Period 4	Lunch	Period 4	Lunch	Period 4	Period 4
1:35pm	Period 4	Period 4	Period 4	Period 4	Lunch	Lunch
2:05pm	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5
2:55pm	Depart (Meadway)	Period 5	Depart (Gordon Way)	Period 5	Period 5	Period 5
3:05pm	-	Depart (Meadway)	-	Depart (Gordon Way)	Period 5	Period 5
3:15pm	-	-	-	-	Depart (Meadway)	Depart (Gordon Way bottom)

Detailed arrangements

Rooms

- Year groups will be based in one particular 'zone' of the school which is near to their entry/exit point. Teachers will travel to the students.

Year 7 (main corridor Humanities & Maths)	Year 8 (English & near the main hall)	Year 9 (Upper courtyard area - Maths and Humanities)	Year 10 (Languages)	Year 11 (Science & Technology)	Sixth Form - includes Year 12 and Year 13 (Lower Meadway and Lindani)	Inclusion
307	214	202	302	Sc1	MW02	L6
308	216	303	401	Sc2	MW03	
309	Mu1	304	402	Sc3	MW04	
310	Mu2	305	403	Sc4	MW05	
311	101	221	404	Sc5	Sc8	
210	102	217	405	Sc6	TW7	
211	105	218	406	Sc7	TW8	
212	106	219	407	TW2	L1	
	107	213	408	TW3	L2	
			TW1	TW9	L3	
			TW6		L4	
					L5	
					L7	

Travelling to school

- Before travelling to school, students should have their temperature taken to ensure that it is comfortably below 37.8 degrees celsius. If it is not below this threshold, students should remain at home and their parent/carer should notify our attendance officer.
- If using public transport, a face covering must be worn at all times.
- Regrettably, there are no drop off points for students who might be driven to school. We suggest that a quiet side street is used for this in order to avoid congestion in the area immediately outside of the school.
- All students should aim to arrive 'just in time'. There will be small waiting areas but space will be limited and we do not wish to have students queuing on the pavements outside of the school and potentially breaking social distancing or restricting pavement access for members of the public.

- Upon arriving at the school, staff will direct students towards a lining up area where their form tutors will register the form and escort them to their allocated classroom.
- In and around the building
- Social distancing is particularly important when travelling around the building and at break and lunch. Where possible, students should talk to each other whilst seated side by side, facing forward, to avoid droplets from being directed towards others.
 - All students will be required to bring a face covering and a small plastic bag to keep it in, to school every day. These have now been made mandatory items of uniform (for all except those with verified medical exemptions). Face coverings must cover both the nose and mouth and their design should be appropriate for the school setting. When not in use, face coverings should be stored in the plastic bag. We will expect students to arrive at school wearing their face covering and it should remain on unless eating or drinking. In classrooms, teachers will invite students to remove their face coverings once seated and in the event of an evacuation, everyone should wear their face covering.
 - Members of staff will wear visors so that students who require to lip read can still do so. They will also carry a face mask for use in evacuations and when travelling throughout the building.
 - Staff and students might wish to bring a personal supply of hand sanitiser and perhaps some tissues and surface wipes. We have installed hand sanitising stations at each point of entry to the building and so these can also be used and we encourage frequent hand washing and sanitising throughout the day.
 - Lockers will temporarily be unavailable due to the fact that they are located in areas outside of year group zones, but also because they would require frequent and detailed cleaning. Since students will largely be based in one classroom, they will not need to carry large amounts of books/resources throughout the day.
 - Some staff will not be based in their usual department offices due to the need for social distancing arrangements to be put in place.

Break and lunch

- Year groups will be taken to an allocated area and will have dedicated toilet facilities to use for their year group.
- The canteen will serve take away and pre-packaged items only.
- The grounds will be available and we encourage students to make full use of the outdoor areas whenever possible.
- Lunchtime has been reduced slightly in order to minimise the amount of time that a larger group of students from the same year group spend together.
- Face coverings should be worn at all times at break and lunch, except when eating/drinking.
- It will not be possible for students to visit teachers outside of their scheduled lessons to ask questions etc. Google Classroom should be used for this.

Practical subjects

- PE lessons will take place outside and will initially be less strenuous to avoid the increase in droplets which comes from over exertion. We have been advised to avoid using shared equipment (with the exception of KS4 and KS5 classes where additional controls will be in place to allow a wider variety of activities to take place).
- In all other practical sessions, KS3 teaching will take place in non-specialist rooms and schemes of work will be adapted accordingly. KS4 and KS5 sessions will take place in specialist rooms when needed, with additional controls in place to allow a wider variety of activities to take place.
- We are awaiting more specific guidelines from examination boards.

SEN support

- LSAs have been deployed to support each year group bubble and they will be based in a smaller classroom close to the year group zone. They will also have a supervisory role during lesson transition.
- Students who would usually work with an LSA will have specific sessions to support their learning.

School uniform and equipment

- Full school uniform should be worn and we strongly encourage clothes to be changed and washed daily whenever possible. Families are encouraged to review the uniform guidelines (see attachment) and to purchase any replacement items of uniform during the summer holiday period.

Home learning and feedback

- Following guidance from Public Health England, schools are advised not to exchange paper whenever possible. We will therefore be issuing all home learning as assignments via Google Classroom. All feedback will be exchanged via Google Classroom as well, in accordance with the expectations set out in our marking and feedback policy.
- We have recently set up a "Guardian email" facility via Google Classroom. This will allow parents/carers to receive a daily or weekly, according to individual choice, digest of the work that has been set for their daughter. This has recently been launched and we will verify in September that all parents/carers who wish to use this facility have the correct access.

Events for parents/carers

- For the 2020/21 academic year, all events (such as information evenings, open evenings etc) will be live streamed online.
- Parents' evenings will be conducted via video conferencing software which will allow parents/carers to book convenient slots with their daughter's teachers. The software will then automatically transfer parents/carers to the appropriate teacher at the scheduled time. More information can be found here: <https://www.parentseveningsystem.co.uk/features-video-meetings.asp>

Tutor Groups September 2020

Year 7	Previous Form	Room	Band	Ms Ward (LT Link:Mr Laing)	Co-Tutor
7AEA		211	X	Ms El Houdna	
7DRS		212	X	Mr Roberts	
7JFD		210	X	Ms Ford	
7CRY		308	Y	Mr Reay	
7CMY		309	Y	Ms Matty	
7JPA		311	Y	Ms Puchta	
7VBE		310	Y	Ms Bunce	Bruno Cass
Year 8	Year 7	Room	Band	Hayley Barney (LT Link:Ms Parker)	Co-Tutor
8SBT	7NDD	107	X	Ms Brett	Bruno Cass
8ECY	7ECY	Mu2	X	Ms Coy	
8DSK	7ADO	214	X	Ms Stepanyak (Music)	
8YKS	7KYS	101	Y	Ms Khodabacus	
8HHS	7HHS	102	Y	Ms Hayes	
8RPE	7ABA	105	Y	Mr Petrie	
8MBI	7LWS (AAM)	106	Y	Mr Belbagi	
Year 9	Year 8	Room	Band	Ms Doel (LT Link:Mrs Walker)	Co-Tutor
9HWN	8HWN	305	X	Mr Wilkinson	
9HNA	8HNA	303	X	Ms Nunziata	
9NMN	8NMN	202	X	Ms Madigan	Ms Davis
9CKY	8MGT	221	Y	Ms Kelley	
9PKI	8PKI	217	Y	Ms Kothari	
9PBE	8PBE	218	Y	Mr Brooke	
9MNA	8MNA	219	Y	Ms Nwokobia	

Year 10	Year 9	Room	Band	Ms Campbell (LT Link:Ms Makkar)	Co-Tutor
10GCR	9GCR	403	X	Mr Contor	
10CBS	9CBS	402	X	Ms Beavis	Ms Gregoriou
10ABL	9ABL	404	X	Ms Barral	
10JPR	9JPR	406	Y	Ms Piper	
10MEN	9MEN	407	Y	Ms Epstein	
10DBG	9CHY	408	Y	Mr Bloor-Young	
10SKT	9SKT	302	Y	Ms Knott	
Year 11	Year 10	Room	Band	Ms Redgewell (LT Link:Mr Duffy)	Co-Tutor
11CKR		Sc5	X	Ms Kenney-Dwyer	
11SAU		Sc4	X	Dr Apostolou (Maths)	
11DWS		TW9	X	Mr Williams	
11DWN		Sc3	X	Mr Watson	
11ASZ		Sc7	Y	Mr Suarez	
11GAG		Sc2	Y	Ms Armstrong	
11HME		Sc1	Y	Ms Myrtle	
11HRS		Sc6	Y	Ms Richards	
6th Form	6th Form	Room	Band	Ms Southwell (LT Link:Mr Jones)	Co-Tutor
6NBS	6NBS	L1		Ms Beavis	Ms Gregoriou
6NRN	6NRN	MW02		Mr Royden / Mr Alam	
6EWT	6EWT	MW03		Dr Wright	
6MCN	6MCN	L5		Mr Clarkson	Ms Price
6MSR	6MSR	L4		Ms St Ledger	
6RHN	6RHN	Sc8		Mr Harston	
6DBH	6DBH	MW04		Mr Blyth	
6MFR	6MFR	L7		Mr Fielder	Ms Burgess
6CHN	6CHN	MW05		Mr Hilton	






School Uniform

Students are required to wear their uniform correctly at all times while in school but also when travelling to and from the school since students represent us in the wider community during those times.



Due to the school's heritage and its name's connection to the Royal Family, our name and logo are Trade Marked by special permission of the Lord Chamberlain's Office, with conditions under which the name and logo can be used. To meet these conditions, we only have one contracted supplier of our uniform; John Lewis. Please note therefore that any other supplier who claims to stock our uniform, is selling counterfeit products of poor quality and is in breach of Trade Mark laws.

Compulsory Items

		
<p>Navy blazer with Tudor rose logo JL Product Code: 54353701</p>	<p>Light blue kilt with Tudor rose logo* JL Product Code: 54365901</p>	<p>Light blue long sleeved open neck blouse JL Product Code: 53901201</p>
		
<p>Light blue short sleeved open neck blouse JL Product Code: 53900701</p>	<p>Black opaque tights JL Product Code: 71103002</p>	<p>White lab coat JL Product Code: 53741001</p>

		
White apron JL Product Code: 53740701	Navy School polo shirt for PE lessons/sports JL Product Code: 53316302	Navy School shorts for PE lessons/sports JL Product Code: 53339502
		
Navy School track suit top for PE lessons/sports JL Product Code: 53381401	Light blue sports socks for PE lessons/sports JL Product Code: 53251814	Navy School leggings for PE lessons/sports JL Product Code: 53387907
		School Shoes & Sports Trainers (see below for details)
Navy or black swim suit JL Product Code: 53273601	Swimming cap (with student name on outside) JL Product Code: 53275201	

**This item can be substituted for tailored navy trousers (see below)*

Please note that a face covering has been included on the uniform list for 2020/21. This can be any design but it should be suitable for the school setting. A plastic bag should also be brought to school to store the face covering when not in use.

Optional Items

		
<p>Navy tailored 'smart' trousers</p> <p>JL Product Code: 54353701</p>	<p>Navy v-neck sweater with Tudor rose logo*</p> <p>JL Product Code: 54163807</p>	<p>White ankle socks (for use 1st May – 30th Sept)</p> <p>JL Product Code: 71133502</p>
		
<p>Plain black or navy outdoor coat</p> <p>Various Suppliers</p>	<p>Plain navy scarf for outdoor use</p> <p>Various Suppliers</p>	<p>Discrete plain black or navy hair band or ties</p> <p>Various Suppliers</p>

Footwear

Appropriate footwear can be purchased from any supplier, providing it meets the requirements stated below. Images are for illustrative purposes.

	
<p>School Shoes</p> <p>Leather or leather-look plain black flat formal shoes (no plimsoles, Converse, Vans or boots)</p>	<p>Trainers</p> <p>Comfortable sports trainers with non-marking soles (plimsoles are not permitted)</p>

General rules regarding uniform

- ✓ All items of uniform **MUST** be clearly labelled with your daughter's name.
- ✓ Kilts must be just below the knee when purchased and should not become less than 5cm above the knee.
- ✓ Kilts should not be rolled and the whole QEGS logo should be visible.
- ✓ Hair coverings worn for religious reasons must be plain, undecorated navy or black.
- ✓ No make-up is permitted and this includes false eyelashes.
- ✓ Nail polish and nail extensions are not permitted.
- ✓ Hair must be of a single natural colour.
- ✓ Jewellery must not be worn except:
 - A small plain matching pair of silver or gold ball studs which can only be worn at the bottom of each ear lobe.
 - A small religious symbol on a long chain which must be worn inside the blouse, out of sight.



Jewellery will have to be removed for any practical activities.

Equipment

Form tutors will carry out equipment checks each morning and there is an expectation that upon arrival to a lesson, students should take out their equipment and planner and lay it on their desk. All items should be labelled and we recommend that a pencil case is used.

The following items of equipment are required:

- ☐ Blue or black handwriting/biro pen
- ☐ Highlighter pen
- ☐ Green biro pen
- ☐ HB pencils
- ☐ Coloured pencils
- ☐ Ruler (measuring centimetres)
- ☐ Eraser
- ☐ Protractor
- ☐ Compass
- ☐ Scientific calculator (these can be purchased from the school via WisePay early in September)
- ☐ Glue stick
- ☐ Round ended scissors
- ☐ Rough note book
- ☐ English and Spanish dictionaries (most students will also require a French dictionary)
- ☐ Reading book
- ☐ Pencil case

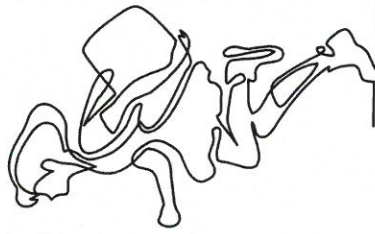
Getting to school safely

We are asking parents and carers follow the guidance below to help children and young people travel safely back to school:



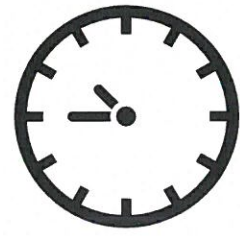
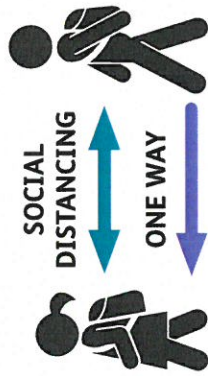
Avoid public transport - walk, cycle or scooter school, wherever possible

This method of getting to school has an added health benefit of physical exercise. Getting some fresh air before and after school is great for your child's wellbeing. Don't forget to wear a helmet!



Adhere to appropriate social distancing measures outside school gates.

Your school will be in touch and communicate any new arrangements, such as the introduction of a one-way system with different points for drop-off and collection. We are supporting schools to create new signage and spraying pavements to make social distancing as clear as can be.



Adhere to the staggered start of the school day and collection times for different year groups

Your school will be in touch to let you know what time to drop off and pick up your child. Schools may need to make changes to their start and finish times to reduce pressure at peak travel times.



We are encouraging schools to participate in Transport for London's (TfL) STARS programme. STARS is TfL's community project to inspire young Londoners at over 1,500 schools, nurseries and colleges to travel sustainably, actively, responsibly and safely by championing walking, scooting and cycling. Contact your school to find out if they are taking part.

Below are some useful resources and links:

You can plan your cycle route by using TfL's journey planner (<https://tfl.gov.uk/plan-a-journey/>)

Visit <https://tfl.gov.uk/travel-information/safety/road-safety-advice/driving-and-cycling-safety-for-cycling-safety-tips>

Link to 'Walk about, talk about' booklet for road safety and adults role modelling responsible habits

<http://content.tfl.gov.uk/walk-about-talk-about-leaflet.pdf>

Sleep eazzzzzy...

Lockdown has disrupted our daily routines.

We've felt the pressure of having to carefully monitor every aspect of our lives in order to stay productive, which has made many of us feel very out of control. When one thing goes wrong, it can hit you a lot harder if you're isolated.

Parents' and carers' worries about kids' bedtimes having crept a little later each day during lockdown is now giving way to increased anxiety about how to get their children back on track and back to school. Children have also been feeling anxious as they worry about what school will be like under the new rules.

Preparation plays an essential role in helping reduce stress. As schools open, it's important we adapt to a new sleep pattern so that we feel energised and ready for whatever the day has to offer!

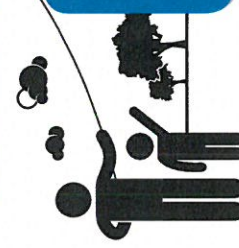
Nothing beats a good night's sleep and Sleep Council has provided some top tips for families preparing for their new school routines.

Discipline yourself:
Try to keep to a consistent bedtime/wake time. If things have drifted later, then start to move them slowly by about 15 minutes every few days until they are back on track.



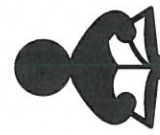
Be consistent:
Our body clocks thrive on routine. Having a set wake-up time seven days a week is important.

Get fresh air:
Try to encourage youngsters to get outside for at least half an hour each morning. Daylight supports our body clocks, helping us to wake up and suppress the sleep hormone.



Go screen-free:
Make the hour before bed a screen-free zone. Screens produce a blue light that tricks our bodies into thinking it is daylight and makes us feel more alert.

Dim the lights:
Reducing brightness helps youngsters to produce melatonin, this is the sleep hormone that makes us feel tired and helps us to nod-off.



Wind down:
A bath (if they enjoy one) followed by a warm milky drink and reading them a book is a simple and effective wind-down. This gets children relaxed and ready for bed.



Talk it out:
Schedule in time to talk about worries away from the bedtime routine. Doing so will make bedtime a positive and relaxing experience.

For more information about sleep support visit www.thesleepcharity.org.uk
<https://sleepcouncil.org.uk/how-to-get-to-bedtimes-back-on-track/>



External Exams – Summer 2020 Results & Appeals Process

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Queen Elizabeth's Girls' School has submitted provisional (centre assessment) grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

¹ <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

For the reason of fairness, awarding bodies are putting these grades through a standardisation process to ensure grading standards are consistent across all centres. The rank order of candidates will not be changed but the final grades candidates receive may be different to the centre assessment grade.

Final grades

On candidate statements of results (results slips) and certificates, final grades will be reported in the same way as in previous years.

Final grades will be issued on results day(s) in August as follows:

Date	Qualification type
13/08/2020	GCE - A Levels and BTEC Level 3
20/08/2020	GCSE and BTEC Level 2

Arrangements for results day(s)

These have already been shared with students and their preferred way to receive results is being collated via a Google Form. Key staff will be available on the Results Days, either for meetings in school or by email/phone, for any students who want any advice or assistance. Any meetings in school will be held in accordance with appropriate social distancing and safety measures. Reminder that only students can come to onsite meetings. Please refer to information already received about available support for Year 11 and Year 13 students. All students will be supported as appropriate in order to ensure they have suitable options for the next stage of their education.

Concerns about your results

At results time, Ofqual will be providing information for students that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal. The *National Careers Service Exam Results Helpline*² offers advice each year for students who have not received the results they had hoped for. Ofqual will also make a helpline available to

students and their parents or carers to talk about the appeals process and any other questions they may have about their results this summer.

² <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Queen Elizabeth's Girls' School will signpost you to any relevant information at results time.

If you have a concern about a grade you have been awarded, you can ask Ms Turek, Exams Officer, (s.turek@qegschool.org.uk) to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- raise a complaint with Mrs Walker if you feel you have evidence of bias or that you were discriminated against; you could also pass such evidence on to the awarding body who could investigate for potential malpractice
- seek any information the awarding body holds in relation to how your final grade was calculated
- provide information about the opportunity to take an exam in the autumn series or in summer 2021.

Arrangements for appeals

The arrangements for awarding qualifications in summer 2020 state:

Candidates can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

A candidate can:

- ask their centre to appeal on their behalf to an awarding body if there is evidence that leads a candidate to believe:
 - the centre made an error when submitting a centre assessment grade or rank order information
 - an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal against the centre's decision
 - not to seek any information the awarding body holds that would be needed for an appeal; and/or
 - not to appeal to the awarding body.

A candidate cannot:

- appeal against their centre assessment grades and position in the rank order
- appeal in respect of the process or procedure used by the school in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body.

Certificates

Candidates will be contacted when certificates have been received from the awarding body, with suggested times of collection.

Internal appeals procedure

Queen Elizabeth's Girls' School will:

- inform candidates of the arrangements for appeals prior to the issue of results and the accessibility of senior members of centre staff immediately after the publication of results, by attaching this document – *Results, Appeals and Certificates* – with an email sent to candidates and parents/carers in July giving information about Results Days.
- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a centre assessment grade or rank order information or if it believes an awarding body made a mistake when calculating, assigning or communicating a grade
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before an appeal is submitted to the awarding body as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- only collect consent after the publication of results
- where relevant, advise an affected candidate to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body.

Queen Elizabeth's Girls' School will not:

- seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when submitting a centre assessment grade or rank order information or if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade.

An internal appeal may be submitted to the centre where a candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision:

- not to seek any information the awarding body holds that would be needed for an appeal
- not to appeal to the awarding body.

An internal appeal should be submitted by:

- completing and submitting an **internal appeals form** to the centre by 8th September 2020 so long as that is 10 working days before the deadline for awarding body appeals to be submitted (at the time of writing they have not yet released their deadline)

The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made and in sufficient time for the centre to take any appropriate action where the internal appeal may be upheld.

If the internal appeal is upheld by the centre:

- where applicable, the centre will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- where applicable, the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- the candidate will pay any fee that may be charged by the awarding body for an appeal.

July 2020

See below for the Internal Appeals Form.

Internal appeals form – Summer 2020

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- ☐ Appeal against the centre's decision not to seek any information the awarding body holds that would be needed for an appeal
- ☐ Appeal against the centre's decision not to appeal to the awarding body

Name of appellant		Awarding body	
Candidate name if different to appellant		Qualification type Subject	

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:	Date of signature:
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This form must be signed, dated and returned to Ms Turek, Exams Officer (s.turek@qegschool.org.uk) on behalf of the head of centre by 8th September 2020.