FRANCIS BARBER

Francis Barber PRU
287 Franciscan Road
London SW17 8HE

Headteacher
Jackie Addison
Telephone: 020 8672 0771
Email: admintooting@fb-pru.wandsworth.sch.uk
Web: www.fb-pru.wandsworth.sch.uk

Thursday 20th August 2026

Dear Parent/Guardian,

Enclosed are the results of your son's/daughter's exam(s). Certificates will be available to collect in November.

Please check all personal details on the statements. If there are any errors with names or date of birth, let us know immediately and we will inform the exam board.

If you have any concerns about the results, in the first instance please email Bunty Dames (Assistant Headteacher) at exams@fb-pru.wandsworth.sch.uk.

If you want to make an appeal relating to your child's coursework or exam results, there is a formal appeals procedure.

The key features of the appeal are:

- a candidate's entitlement to a fair and reliable assessment.
- a clear and prompt response to any complaints/queries.
- a staged procedure that provides all parties with the opportunity to re-state their views.
- a clear outcome to all negotiations.
- constructive feedback to all concerned.
- formal records kept and provided as evidence if required.
- all appeals evaluated and given due consideration.

For a more comprehensive list of the grounds for a complaint please see the exams complaints policy, which can be found on the school's website.

(See attached the Exam Appeals Procedure & Exam Results Appeals Form)

Yours faithfully,

Ryan Styles
Examinations Officer

Francis Barber PRU Exam Appeals Procedure

1. The Assistant Headteacher (Bunty Dames) is the nominated person to whom all appeals should be addressed in writing, outlining the details of the complaint. (See attached Appeal Form).

2. The appeal should be lodged no later than Wednesday 16th September 2026.

3. The subject teacher/exams lead will examine the details of the appeal and respond in writing within ten days.

4. If the written explanation is not acceptable to the candidate, then a meeting with the Assistant Head for Curriculum and Standards, the subject teacher and keyworker will be arranged.

5. If, as a result of this meeting, the subject teacher and the exams officer agree that there should be a request for a re-mark, this request will be submitted to the appropriate examination board.

6. If the subject leader feels that the grade is appropriate, but the parent/carer still wants to proceed with the re-mark, the parent/carer will have to pay for this. The decision of the Awarding Body moderator will be final.

7. **Please bear in mind that exam results can go down as well as up in the re-marking process**.

Exam Results Appeals Form
Francis Barber PRU

Name of complainant: .....

Candidate name (*if different to complainant*): .....

Subject: .....

Appeal against the centre's delivery of a qualification ☐

Appeal against the centre's administration of a qualification ☐

Reason for appeal: .....

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Detail any steps you have already taken to resolve the issue and what you would consider to be a good resolution:

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Signature: ..... Date: .....

Print Name: .....

Please email this form to exams@fb-pru.wandsworth.sch.uk writing "GCSE Results Appeal" in the subject line

Alternatively, please hand-deliver to:

Bunty Dames
Assistant Headteacher
Francis Barber School
Franciscan Road
Tooting
LONDON
SW17 8HE