

SOUTH WILTS GRAMMAR SCHOOL



RESULTS DAY AND BEYOND

General Results Day advice	p2
Adjustment	p3
Clearing	p4
What to do when	p6
What to take	p6
When you get there	p7-10
Not going to university	p11
Clearing conversation notes	p12

for Thursday 18th August 2016

Name:

ENJOY YOUR HOLIDAY AND BE BACK IN TIME TO PREPARE

Before you receive your results you **MUST** do the following:

1. Re-read your UCAS application.
2. Keep your contact details up to date on Track as your university or college choices may contact you. You should update your address, email and telephone details. You may choose to change your email address with UCAS as your school one will be disabled **on September 19th**.
3. Re-read all your correspondence from UCAS/Universities/Colleges etc. and put together to bring into school on results day.
4. Ensure that you notify UCAS of any change of your exam board, subject, level, email or your home address.
5. Look at the **Action Plan** below so you know what you will do:

	What if?	Action	Result
a	Your results fit your first choice offer	Accept your first choice	Receive confirmation letter and follow instructions
b	Your results fit your second choice offer	Check 1st choice have declined you. Accept your insurance.	Receive confirmation letter and follow instructions
c	Your results are much better than expected	Accept first choice and feel very confident? Concerned you may not be doing the course you really want? You may want to consider Adjustment	Talk to Mrs Mackay/ Mr Bishop/ Mrs MacTaggart if interested.
d	Your results are a near miss.	Check your UCAS status on Track. If not clear, ring your 1st choice and see if they will still take you. If not consider your insurance.	You could receive offer from 1st choice Institution on a changed course. This will be shown on TRACK.
e	Your results are much worse than expected	Go through Clearing ? Consider Gap Year/retakes? Employment?	Clearing option button will appear on Track – talk to Mrs Mackay about all the options.

See further on in booklet for more information about each stage

Thursday 18th August: Come and collect your results from school between 10.00am and 2.00pm. We do not pass on results over the telephone or give them to anyone else unless previously authorised. If you will not be here on Results Day and want to make alternative arrangements for the collection of your results, email Mr Evans (jee@swgs.wilts.sch.uk) with the details. Please use your school email for this. Give a copy of the email to the person collecting your results. Any results not collected by 2.00pm will be posted to your home address. We do not get your certificates until November so you will need to make separate arrangements to collect those.

Bring with you

Your UCAS Personal Identification Number
 All correspondence from your universities
 Cashed in AS results, GCSE results
 Copy of your personal statement (UCAS form)
 EPQ outline if you have taken it

UCAS track closes from midnight on Wednesday 17th August until approximately 8.00am on Thursday 18th. From then on you will be able to access your track using your normal log in details. Track information will change to **unconditional** for your firm or insurance depending on your grades. You may also receive an email from your universities telling you whether you have been given a place. You will not know your grades until you come into school.

Advice and support will be available at school: We will not be able to ring a university on your behalf. The universities will only speak to you; however we will be on hand to help you prepare for those conversations and make the right decision for you. Bring all information with you including letters from UCAS.

HELP FROM WHOM?	WHEN:	
Mrs Mackay, Mrs MacTaggart and Senior Staff	Thursday 18 th August 10.00am – 2.30pm	Friday 19 th August 9.15am – 12.15pm

Dates to Note	Activity
Friday 26 th August	Deadline for priority re-marks
Friday 26 th August	Deadline for photocopy requests
Tuesday 13 th September	Deadline for non-priority re-marks
Friday 30 th September	Deadline for non-priority scripts

ADJUSTMENT

1. If you are eligible to register for **ADJUSTMENT**, the option will be displayed on TRACK. You will have **5 days** to find and secure an alternative course from when your Conditional Firm (CF) choice changes to Unconditional Firm (UF). TRACK will tell you the cut off date.
2. You will be eligible if you have **met and exceeded** your original CF offer conditions.
3. **ACTION**
 - a. Take advice and research courses with spaces available (UCAS / The Telegraph / University Websites).
 - b. If they have spaces, you can apply to a course that declined to give you an offer, if you now meet their grades.
 - c. Contact the admissions tutor by phone and discuss. Make sure they know you are applying through ADJUSTMENT not CLEARING. They will check your results and tell you if they can offer you a place and you tell them if you want to accept it.
 - d. If you are accepted, the new university will let UCAS know and your TRACK screen will be updated and UCAS will send you a confirmation letter.
4. If you register for ADJUSTMENT you **remain accepted** at your original choice until you accept your new university offer. Once you accept that offer, you are giving up your original choice (you can't change your mind!).

CLEARING

If you are eligible to enter **CLEARING**, an 'Add clearing choice' button will appear on your Track choices screen. If you have opted into the matching service, you

1. **You will be eligible if**
 - a. You declined all the offers made to you earlier in the year.
 - b. You did not receive any offers.
 - c. You held conditional offers which you have not met.
 - d. You have declined a changed course, date or point of entry
 - e. You were a very late applicant whose form reached UCAS after 30 June.
 - f. You have not accepted a place through UCAS Extra.

2. Any application through Clearing is managed via your Track account. Your clearing number will be shown.

3. Don't presume that just because there are spaces in Clearing on the course you want, you will get an offer of a place, they may still have a minimum requirement of grades.

4. **ACTION**
 - a. If you have opted into the Direct Contact Service (as per email from UCAS) you will receive details of up to 5 universities who will be willing to consider you as a student. This will not happen until after midday on results day. These do not constitute an offer, you will still need to talk to them. Don't wait for these calls, research the situation yourself. You may also talk to other universities who have spaces in the Clearing List who may not have opted into the clearing service. However, those 5 will consider you with your grades.

 - b. Take advice and research courses with spaces available (UCAS / The Telegraph / University Websites).

 - c. If they have spaces, you can apply to a course that declined to give you an offer, if you now meet their grades.

 - d. Contact the admissions tutor by phone and discuss. Expect to have a mini interview, know about the course and what you have to offer. The telephone number will either be in the newspaper or on the website. Make sure they know you are applying through CLEARING. They will tell you if they can offer you a place. You can speak to several universities before making your decision.

 - e. You must discuss a CLEARING place with the university and have a provisional offer before you add it to TRACK

 - g. When you have decided which informal offer you would like to accept, you enter the details on TRACK by the date given to you by the institution. You can only enter one choice.

THINGS TO REMEMBER WHEN APPLYING THROUGH ADJUSTMENT OR CLEARING

1. **At this stage**, you are negotiating directly with the University/College of your choice, not with UCAS. The Institution will eventually finalise the arrangements with UCAS for you.
2. **Take clear, considered but quick action**
 - a) **Research alternative courses** (UCAS website/Prospectuses). You can target courses you applied for originally – those who did not make you an offer, and those you turned down.
 - b) **Be quick** off the mark in getting in touch with Admissions Tutors.
 - c) **Be flexible**, positive, realistic, enthusiastic and persistent.
 - d) **Be here!** No one else can take such important decisions for you or have the conversation for you.
 - e) **Accommodation** may not be available, check with them and ask what help you will get they don't have any.
3. **When making your phone calls have in front of you:**
 - a) If CLEARING - your Clearing number.
 - b) Your original UCAS application number (10 digit number).
 - c) Your AS and A Level results.
 - d) Your GCSE results.
 - e) The NAME of the course you are targeting and some relevant details of the content.
 - f) A copy of your personal statement (your UCAS form) to help plead your case, highlight any relevant work experience and your particular strengths.
 - g) If you have done an EPQ, it's title and general outline – another selling point.

Going through CLEARING is a trying and worrying experience but it can be very rewarding if you are well prepared. We will be here with coffee, tea, tissues and biscuits to help

UCAS will publish the official course vacancy list on 18th August. The UCAS Website will update daily www.ucas.com. The Telegraph newspaper will also have the official course vacancies available for several days but the website is always the most up to date. They will also publish other useful features about clearing.

WHEN YOU HAVE SECURED A PLACE

Whether it was completely straightforward or through Clearing, check that you have:

- **Accepted your place as required and completed all the necessary paperwork required (replied to university/college)**
- **Updated your Student Finance application as necessary (bank account, email address etc)**
- **Told us in school if you are attending somewhere other than your firm or insurance**
- **Complete the reply slip for the invitation to Speech Day contained in your results envelope and contact form if you didn't complete one before leaving school.**

WHAT TO DO BETWEEN RESULTS DAY AND GOING TO UNIVERSITY

- Relax
- Buy things that you will need
- Learn to cook, wash clothes, wash up (no dishwasher) and shop
- Change bank account to a student bank account
- Check out facebook for departmental and or halls of residents groups to meet people before you go.
- Remember all the things we told you about in PSD to help you prepare for leaving home
- Check out moving in plans and organisations. If you are going far, you may find it easier to do your shopping there rather than travel with a full car
- Even if you have opted for catered accommodation, you will still want the odd snack – don't forget glasses crockery and cutlery

What to take

General

- Bedding – pillows, duvet, cushions and teddy, 2 sets of sheets! Sleeping bag
- Stationery Files, - paper, notice board pins, printer
- Miscellaneous
 - Photos, extension leads, storage boxes, alarm clock, docking station

Washing & Toiletries

- Towels, bag for dirty washing, drying rack, washing tablets, vanish, enough clothes for washing once a week!
- Loo roll, cotton wool, toothpaste, first aid kit, prescription medicines

Paperwork (leave a photo copy at home)

- Passport & driving licence
- Student Finance letter
- University letters of offers / accommodation etc
- Bank details
- Insurance details
- Prescription details

Kitchen

- Plates, bowls, mugs, Knife, fork, spoon, glasses, egg cups
- Cooking knives, wooden spoons, spatula, tongs
- Saucepan, frying pan, casserole dish
- Tea towels, washing up liquid, brillo pads
- Food bags, food storage boxes
- Cookery book

What not to take

- Iron
- Kettle
- Toaster
- Rice Cooker
- Car
- Masses of books
- Your whole wardrobe

WHEN YOU GET THERE

Your early days will be a total mix of excitement, fun, worry and exhaustion. Take time to think things through, sleep and relax and remember to eat healthily (occasionally if nothing else). A hug from a teddy, a weepy film, and your favourite treat do wonders for making the world seem right again. However if that doesn't solve things, don't stress. If things aren't as you expected, talk to someone, don't bottle things up but remember, it takes time to get used to things. If you're feeling unsure there are many people you can turn to, check out your individual university website, halls information, department information and go and see them. You will get used to a new life, just remember it takes time. Here are some hints, tips and thoughts to help you through.

General

- TALK TO PEOPLE – everyone will be nervous, unsure etc
- Go to Fresher's Fair and join clubs and societies – try something new, and get free pens and post it notes for the rest of the year
- Learn your address so that if you get a taxi back after a night out, you know where you are going
- As boring as it is, budget. You want to be able to eat and go out at the end of term
- Read your emails – they could be telling you really useful info about job opportunities, lecture details, any new information about what is going on
- Visit the careers department early
- Remember to ring / text home occasionally – they will miss you!
- Don't lose your key or lock yourself out of your room, it's likely to cost you £25 to get a new one.
- Sport, music drama, clubs and activities are fantastic things to do. Just be mindful of the commitment you are making with them (time and financial) and don't over commit or get enthusiastic and buy all the kit until you know you are going to enjoy it and carry on with it.

Halls

- Prop your door open as you move in, don't hide behind a closed door.
- Take posters, cards, photos, cushion etc to make your room feel like home.
- Take a washing bag so that you don't lose your clothes on the way to the laundry room
- You will need to learn to get on with different people. Everyone has different habits and expectations. You may not even like everyone you are living with but you don't have to live with them next year.
- Decide early what to do about loo roll and communal things like washing up liquid if you are self-catering. Generally best to agree on a kitty to buy them with, these cause some of the biggest rows.
- Agree on a policy for 'borrowing' milk between flat mates. Nothing more annoying than rushing to lectures, going to grab milk for your coffee and someone has used it for a late night bowl of cereal.
- Likewise agree a policy for washing up. Usually the best one is to agree to wash up after your meal or take your dirty plates to your room – definitely not leaving them in the sink when you are sharing a kitchen with 6-10 people.
- Cleaners are there to clean not to wash up, some halls have a policy of throwing things away if they are left out on the day the cleaner is due to come.

Study

- Learn your timetable and find out how long it takes to get to lecture theatre from halls – very embarrassing being late to a lecture when there are 200 people in the room and the only seat is in the front!
- Go to lectures – take notes and try not to fall asleep
- If you're ill, it's not the end of the world if you miss a couple of lectures – get better and catch up
- When you have free time, go over some notes, don't wait to revision to see the notes for the first time!
- Keep your files organised – but don't carry them all around
- Take your tablet / computer to lectures, you can always get the lecture notes digitally and take your notes on it, highlight notes etc
- No one will be taking a register, it's up to you to own your study habits. We've taught you well, use them – little and often makes it so much easier
- You will be assigned at least 1 academic mentor, turn up to your meetings and don't be afraid to ask for help and contact them in between scheduled meetings.
- Many lectures are now recorded and on the university intranet. We still recommend you attend the lectures, there is nothing like being there for information to cement in your brain.
- You are responsible for your results far more at university than at school. Your timetable may look pretty blank so it's up to you to fill it with library sessions, research time and reading time. You will be given essays and assignments that you have to do all the reading for that will not have been covered in lectures.
- If you are given 2 months to complete an assignment, that's because that's how long they think it will take you to research for it and write it, not because they want you to have a really easy time.
- You may have to find a whole new way of motivating yourself to study, no small class tests to keep you focused like you get at school.
- You should know how you work best and what the particular distractions for you are. Be responsible and remember, you can turn your phone, YouTube and Facebook off.
- Learn to recognise your own procrastination activities and distractions and manage them
- Take notes, revisit lectures and add to those notes with extra reading. This will make writing essays, assignments and exam revision, so much easier.
- Listen out for key phrases and hints –remember the lecturer sets your exam!
- If it's a topic you've studied, don't presume you know it all. There will be new information, you may even be told to forget what you were taught at A level or new ways of looking at things.
- Over and above everything else, enjoy it, after all it's what you chose to study for 3-5 years.

Money

- Boring as it is, budget, plan and think ahead
- Have a vague (or precise) meal plan for the week, you will save money by only buying things you need.
- Talk to parents/carers about how they may be able to help you. How much do they support you financially now – bus / train fares, an allowance, clothes, food etc that they can give you to help you at university.
- Fresher's week is likely to be the most expensive week, save some for the rest of term

- Maybe consider two bank accounts, one that your student finance comes into and the other that you give yourself a weekly allowance to help you manage your money. It's very easy to overspend if there seems to be a lot in your account and you may forget it has to last you for 10 weeks.
- Your student bank account will give you an interest free overdraft. Don't forget that if you use it, you have to pay it back at some stage. If you go over it, you will pay charges
- You may be offered a credit card with your account. It's often thought a good idea to have one to increase your credit rating later on in life, but I suggest you don't use it, or use it for a one off purchase (maybe train tickets) and set up the payment to pay it off before the interest charge is levied so effectively all you are buying it a bit of time to pay for a purchase.
- Make sure you understand how your overdraft and credit card work.
- If you are living outside of London, you will probably need to secure a flat for year 2 before Christmas or just after Christmas. Therefore you are likely to need a deposit to do so.
- Keep an eye on university websites for scholarship information. Scholarships may be on A level grades, or year end grades, or writing a paper etc.
- If you get into financial difficulty, please tell someone – student welfare, mentor, parents and carers, Citizens Advice Bureau etc.

Part time Work

- Keep an eye out for student ambassador roles – at least you'll get fed and most times you get paid.
- Take your National Insurance Number with you.
- The recommendation is still pretty much the same as school, 10-15 hours a week before it starts to impact on your studies.
- Most universities have a job shop or board in the union or careers office.
- If you can afford it, try and wait for a few weeks to settle in until you look for a job.
- If you are living close enough to your current part time job, you can always come back to Salisbury to carry on working there. However, think about the impact that that will have on settling in to your new life.
- If you currently have a job and leave it, take your P45 with you to university. Then when you start a new job, you will be put on the right tax code straight away. If you have worked many hours over the summer and started paying tax, you will have to wait until April
- A bit like other activities, be careful how much you take on.

Safety & Health

- You're not in Salisbury – take care
- Swop phone numbers with flat mates
- Taxi numbers and uni rules with them (sometimes if you haven't got any money but have your student card, certain taxi's will take you back to uni)
- You should have been invited by your doctor to have the Men C Vaccination before you go to university. If not, give them a call.
- Register with the doctor there.
- Take any prescription medicines with you, if possible get an extra set from your doctor before you leave home to help whilst you are registering.
- Find out where the nearest A&E is

- Be responsible for your own sexual health and protection. Ex-students tell me that regular testing is a good idea.
- Drink responsibly. Drink safely: don't accept drinks from strangers, watch your drink at all times and don't leave it if you go to the loo. Remember this wherever you are, drinks can get spiked in and out of bars. Alcoholic and non-alcoholic drinks can be spiked.
- If you feel ill, do whatever you would do at home if you have a bad cold, let someone know in your flat or halls that you are staying in bed and get them to check on you later in the day.
- If you feel more seriously ill, speak to the health centre or call NHS 111.
- If you're feeling down or stressed talk to someone – hall, department seniors, student welfare, chaplains, mentor, friends, parents etc.
- You may feel homesick... it's normal. Keep busy and don't presume that you are the only one.
- Fresher's week may not be all you think it's going to be. Those first few weeks can feel terrifying for some. Go at your own pace. You will make friends if you don't go to every event.
- Take exercise regularly.

Food

- Eat some vegetables and fruit
- Markets at the end of the day are cheap for fruit and veg and meat
- Get to know when your supermarket marks the prices down and shop at that time of day
- Buy 3 for 10 protein offers and freeze them
- Buy little and often on fresh food so you don't waste food
- Think about bulk buying dry goods on line
- If you have a freezer use it but label left overs!
- Have a few ready meals in the freezer for when you don't want to cook
- Bulk cook so that when you are tired you eat something healthy not resort to an expensive takeaway
- Don't buy a coffee on the way to lectures it's very expensive (unless you have a Waitrose card and walk past one!)
- Make packed lunches if you can 1 loaf costs less than 1 sandwich

NOT GOING TO UNIVERSITY THIS YEAR

1. Training Place / Employment

- a) If you have a training place / job that is dependent on your grades, contact your future employer.
- b) If you haven't secured employment, start researching now - what you want to do and what is available. You can receive help from Job Centre plus over the summer and you are welcome to contact Mrs Mackay at the start of term.

2. Deferred Entry

- a) If you have a deferred entry, confirm your place with the university.
- b) Make sure you have left us contact details (your parents' email if you are going travelling please) so that we can keep you up to date with key dates and information such as Student Finance etc.
- c) Have a great year and don't forget to use the brain cells occasionally!

3. Planning to Apply to University for 2017 entry.

- a) Research courses, book onto University Open Days (many have Open Days in September and October).
- b) Mrs Mackay will send you registration details and the 'how to' booklet after your exams
- c) Start your Personal Statement (guidance from school booklet and UCAS website)
- d) Plan to apply through school, we can help you in all aspects of the application process.
- e) After exams or in September book in to see Mrs Mackay – by emailing her on jem@swgs.wilts.sch.uk
- f) Make sure we have your contact details so that we can keep you on track.
- g) It is your responsibility to meet your UCAS deadlines etc, we will remind you of key ones, but will not be in a position to chase you in the same way that we have done in school.

Please do keep in touch; we would love to see you at:

- **Speech Day: 7.30pm Wednesday 15th September 2016 in Salisbury Cathedral.** Please arrive in time to report to Mr Bishop so that you can receive your certificates / prizes.
- **PSD Wednesday early September (watch your email for invite)** – tell yr 13s what you wish you had known when you were here

Email address – if you change your email address and have kindly offered to stay in touch, please update Mrs Mackay with your new one. We need you 😊

We wish you good luck with your results, successful endeavours and a happy future!

**Mrs MacTaggart, Mr Bishop,
Mrs Mackay, Miss Marsh and Miss Gillott**

INFORMATION FOR CLEARING CONVERSATIONS

Clearing Number	
UCAS Number	
A level Subjects and Grades Include EPQ if taken	
AS Subjects and Grades (dropped ASs)	
Course Applying for	
Name	Code Number
Name	Code Number
Key information – Why this course ?	
Why you? - Strengths/ work experience / etc	
Who you had conversation with	
Outcome of conversation	
What you have to do now	