

LD/tk/ Cert Collection18

November 2018

Dear Student

I am writing to inform you that your Examination Certificates for summer 2018 are now in school. They will be available for collection from reception between 3:30 pm and 4:00 pm Monday 17th December to Wednesday 19th December.

If you are unable to collect them in person you must write a letter giving permission for someone to collect them on your behalf. Any Certificates not collected will be kept in school for 12 months until December 31st 2019 and after that date they can be destroyed.

Once the original certificates have been issued replacement copies will not be available in the future, only a 'Certifying Statement of Results' which can be obtained from the appropriate examination boards and there will be a **fee** for this service.

Yours faithfully

Ms L Draycott
Headteacher