

13th February 2020

Dear Parent / Guardian / Pupil

Good Afternoon

Exam certificates for GCSE and A Level exams from the Summer 2019 exam season will be available for collection from the school reception from Friday 14th February 2020.

We will extend our reception opening hours during the week beginning 24th February 2020 and will be available from 7.45am to 5pm to allow a greater flexibility for collection. Reception will also be open during half term next week on Thursday 20th and Friday 21st between 8.30am to 3.30pm

Exam certificates can only be collected by the candidate and identification will be required. However, if you are unable to collect the certificates in person, it will be possible to release your certificates to a named person. In order for us to do this we will require a signed letter of authorisation stating your full legal name, date of birth and the name of the person collecting the certificates. Identification for the person collecting the certificates will need to be shown at reception.

As these are official exam certificates replacements can only be obtained via the Exam Boards at a cost of approximately £40 each. Therefore please ensure that these are kept in a safe place.

If you have any queries please contact the school on 01604 716106.

Kind regards

Claire Barden
Student Services Manager