

MEW/jr  
4 October 2022

**Former Year 11 GCSE Certificate Collection – Thursday 1 December 2022**

I am writing to invite you to come into school to celebrate the collection of your exam certificates on our Certificate evening on **Thursday 1 December 2022 between 4.30pm – 6.00pm.**

Please come straight to the Main School Hall where refreshments will be available with tables set out for you to catch up with your friends once you have received your certificates. We really look forward to seeing you all once again and hearing about your new adventures since the summer.

Once collected the certificates should be kept safely as they are proof of your qualifications and will be asked for in the future. They may be needed for college courses, university places and future employment.

Certificates must be signed for, which is why we are asking you to attend within the time given above. However, if you are not able to attend personally and wish a parent/guardian to collect them on your behalf please complete the authorisation slip below for them to bring along to the evening. Please be aware we will be unable to release certificates to parents/guardians without the permission slip.

Any certificates not collected on this date will be held securely for a year (until 31 December 2023) and then will be destroyed. Exam Boards do charge for replacement certificates and this can be as much as £50 per certificate.

In addition to collecting your certificates, any students who have Technology NEA projects can collect this from Block 5 and any students who have Art or Photography coursework can collect it from Block 2 between **4.30pm and 6.00pm** on this day. Staff will be stationed in these areas for you to collect it from. We do not have the capacity to store coursework so please ensure that you organise for its collection as any unclaimed work will have to be disposed of due to limited space available. This is the only opportunity to collect it as we can ensure staff are available at this time.

We look forward to seeing you on the evening.

Yours sincerely

Mrs M Wade  
Assistant Headteacher

---

**Exam Certificate Authorisation Slip – 1 December 2022**

I, ..... give permission for :  
(Student forename and surname)

.....to collect my exam certificates on my behalf.

Relationship to Student: ..... Date: .....

Signed: ..... (student)