

MEW/jr
13 October 2021

Former Year 11 GCSE Certificate Collection – Monday 22 November 2021

I am writing to invite you to come into school to collect your exam certificates on our Certificate evening on **Monday 22 November 2021 between 4.00pm – 5.45pm.** 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. They will be available from the Main Hall where refreshments will be available if you wish to catch up with friends and celebrate your achievements. 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 2022) 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 English texts can return these to the main hall and Art coursework will be available to collect between **4.00pm and 5.45pm** on this day from Block 2. 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.

We look forward to seeing you on the evening.

Yours sincerely



Mrs M Wade
Assistant Headteacher

Exam Certificate Authorisation Slip – November 2021

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

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

Relationship to Student: Date:

Signed: (student)