

5th February 2018

Dear Parent/Carer,

COLLECTION OF EXAMINATION CERTIFICATES – 2017 SCHOOL LEAVERS

We would like to advise you that GCSE and A Level certificates from Summer 2017 are now ready for collection. Certificates must be signed for in person, as a result we are unable to send any in the post. If your son/daughter is unable to collect their certificates, a written letter of consent for a family member or friend to collect on their behalf is acceptable.

Current students can collect their certificates at any time during the school day from the Exams Office.

It is important that you collect your certificates as future employers or Colleges/Universities expect to see these documents at interviews or enrolment. After a period of 3 years certificates are destroyed and reproduction of certificates by the exam boards is very costly.

Collection dates are as follows;

12th February 4:00pm – 4:45pm

13th February 4:00pm – 4:45pm

Collection will be from the main school reception. Should you be unable to make either of the above dates/times please feel free to contact me and arrange another suitable time.

Yours sincerely



Miss H Lewis
Exams Officer