

November 2022

Dear Parent or Carer,

Collection of Exam Certificates

The exam certificates from the summer exams have been received by the school, and are ready for collection by the students.

The certificates will be available for collection during school hours (8.30am-4.30pm) from reception during the week commencing Monday 5th December 2022. The school will also be open late for a parents evening on Tuesday 6th December, so you can come into school later on that day, up until 7.30pm.

If the students also have any coursework that was submitted to the exam boards that they wish to have returned, this will also be available. If not collected, this may either be used for class teaching purposes, or shredded.

Certificates not collected will be kept by the school for 12 months, and then we are required to destroy them. In this case, the students would need to liaise directly with the exam boards, and pay for copy certificates to be issued.

Please note that the certificates are the property of the student, rather than parent or carer. If the student cannot attend to collect the certificates, they would need to contact the school to nominate another person to collect on their behalf. That person should bring ID.

We look forward to seeing the students back at school again to collect their well deserved certificates.

Yours sincerely

J Hepburn

Assistant Principal