

27th November 2023
SDA/Exam Certificates

Dear Student,

Important Notice: Exam Certificates

We would like to advise you that your Summer 2023 exam certificates are ready to collect.

Certificates will be available to collect during the below dates:

**Monday 11th December – Thursday 21st December 2023
and**

Monday 8th January – Friday 26th January 2024

between the hours of 9.30am - 3.30pm from the main school reception.

Please note that the school does not post the certificates, as the cost of sending the certificates by 'registered' post is too prohibitive. The certificates will be available for students, or their representatives, at the days and times indicated above. **If they are not collected during this time, they will be kept for one year from the date on this letter and then destroyed, as per JCQ rules.**

Obtaining replacement certificates from examination boards is time consuming and expensive. The school will not pay for replacement certificates, this would be your responsibility. Therefore, I would strongly recommend that you arrange for someone to visit the school to collect them. **Please make sure that the person collecting the certificates has some form of identification with them.** All certificates need to be signed for.

We would like to take this opportunity to wish you every success in the future.

Yours sincerely

Mrs S Darby
Examination Assistant