



28 November 2018

Re: Yr11 GCSE Certificate Collection – Summer 2018

I am writing to let you know your GCSE certificates will be available to collect on the evenings of Wednesday 5th December and Thursday 6th December.

Students should come to Reception, Lower School, Park Avenue between 4.30pm – 6pm. Photo ID will need to be shown and certificates signed for stating they have been collected by the correct student.

However, if you are unable to attend these dates, please make alternative arrangements to collect your certificates by Tuesday 18 December 2018. These certificates are critical to you when applying for employment/further education and Examination Boards will no longer reprint your certificates, but will charge you a fee for a statement of results. Unfortunately the Academy is unable to post Certificates.

If a parent is collecting on your behalf, we ask that you write a letter of permission stating your full name and who will be collecting the certificates for you. They will need to bring ID for themselves before certificates can be released.

Yours faithfully

Stephen Wibberley
Exams Officer