



December 2022

Dear Student

I am writing to invite you to meet at 3pm on Thursday 15th December.

This will be a chance to collect your exam certificates and to meet your fellow students and teaching staff over drinks and nibbles.

If you or your parents have discovered textbooks to be returned, then please bring them in with you. We are always grateful for donations of school uniform.

I would also like to update our records of your destinations and contact details so please bring the attached slip with you or, if you are unable to attend post it to me at school.

*NB. Due to exam board regulations, we are allowed to keep certificates for **one year** only and then they must be destroyed. If you are unable to collect your certificates on 15th December or thereafter in person, you can give us permission to issue them to a nominated person by providing a signed letter of authorisation. Otherwise, if this not possible please send a cheque for £4 payable to 'Durham Johnston School' to Mrs MacLeod and she will post your certificates to the address we have on record.*

Yours sincerely

A Lennon
Head of Sixth Form

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Name

E-mail

Current course and institution or employment details

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Signature



Headteacher: A J O'Sullivan BA, MA
Deputy Head: R McFadden MEng
Director of Resources: H Charlton BA, MBA

Assistant Heads: J Bell BSc, MA
S A F McArdle BSc
N Weaver BA
M J Wright BA

