23rd March 2020

Dear class of 2020,

It is with great pleasure that I am now able to share with you our new arrangements for the long awaited collection of your GCSE certificates.

We will be opening school to you, on Monday 12th April until Friday 16th April from 9.00am to 3.00pm, to enable you to collect your certificates. If, however, you are unavailable in this timeframe, please complete the “Release of certificates declaration form” on the reverse of this letter. This form will allow a responsible adult to collect certificates on your behalf, the named person must bring this declaration along with a form of ID.

In line with the exam boards retention policy, we are only permitted to keep certificates for a maximum 12 months; this will be extended slightly due to the Coronavirus pandemic, However, I would urge you to come and collect your certificates over this short period of time; after this, Certificates will go into secure storage and you will need to make an appointment to come to collect them.

Yours sincerely,

Mrs T Jones

Examinations Officer