

4 December 2023

Dear **Class of 2023**

**Re: Exam Certificate Collection**

Congratulations on your exam results.

I am delighted to inform you that your GCSE Certificates will be ready for collection on Tuesday 12 December from 9.30 – 12.00pm, and also Thursday 14 December from the school reception.

If you are not available to collect on this date, you can nominate a family member to collect on your behalf, however, you must write a letter to confirm this, no certificates will be released without written confirmation.

If no one is available on the day, certificates will be kept securely for one year and then must be destroyed as part of exams board regulations. Please be aware a cost (approximately £50 per certificate) from the exams board will apply to any lost or centre destroyed certificates, should you require them. This is something you would need to arrange yourself.

Please do not hesitate to contact me if you need any further information.

Your sincerely

Ms D Betley  
Examinations Officer