

November 2023

Dear Students, Parents and Carers,

GCSE Examination Certificate Collection

GCSE examination certificates will be available for collection from school reception at the following times next week:

Date	Collection Times
Wednesday 29th November	10:10am – 11:30am 2:30pm – 3:30pm
Thursday 30th November	10:10am – 11:30am 12:30pm – 1:30pm
Friday 1st December	10:10am – 11:30am 2:30pm – 3:30pm

These certificates are important documents to be used as evidence when applying for future employment, apprenticeship, or further education so we would like to offer the opportunity for them to be collected by hand rather than sent by post. Those not collected by the end of **Friday 1st December** shall be sent via post.

Students and families that are attending the GCSE Celebration Evening later this week will be given their certificates during the evening.

If a family member wishes to collect on behalf of a student then they must bring proof of identification and signed permission to do so from the student. We cannot issue certificates without this evidence.

Yours faithfully,



Mr J Watson
 Assistant Headteacher