

12 November 2020

Dear Student

## **2020 SCHOOL LEAVERS**

### **COLLECTION OF EXAM CERTIFICATES**

Your certificates will be available to collect from School Main Reception between the following dates and times:-

#### **Pupil Surname A – D**

Monday 7 December to Tuesday 8 December 2020                      8.00am to 3.30pm

#### **Pupil Surname E – K**

Wednesday 9 December to Thursday 10 December 2020                      8.00am to 3.30pm

#### **Pupil Surname L – O**

Monday 14 December to Tuesday 15 December 2020                      8.00am to 3.30pm

#### **Pupil Surname P – Z**

Wednesday 16 December to Thursday 17 December 2020                      8.00am to 3.30pm

If you are unable to collect your certificates yourself you may nominate someone to do so on your behalf. If this is the case please give the person you nominate a letter from yourself to bring into school authorising them to collect and sign for your certificates. They will need to bring along some photographic ID.

Unfortunately we are not able to post certificates out due to their high value.

Any students who studied Art or Photography your course work will be ready for collection on the same day too. Just let the Receptionist know.

Thank you.

Yours faithfully

*C L Harper*

Mrs C Harper  
Examinations Officer