December 2022

Dear Former Pupil,

We are pleased to inform you that your examination certificates will be available for collection from the academy reception from **Monday 5th December to Friday 16th December 2022, between 09:00 and 15:00.**

If you are sending someone to collect your certificates on your behalf, you must complete the slip at the bottom of this letter, which this person must then bring with them, together with a form of ID.

As you will need your certificates for any future job or course that you apply for, it is advisable to collect them nowand keep them in a safe place.  We are allowed to retain certificates for 12 months, after which they are destroyed and you will have to apply to the Awarding Bodies for evidence of your results, for which there may be a charge.

May we take this opportunity to wish you well for the future, and we look forward to hearing any news of your progress.

Yours sincerely,

 

Mrs. Hyde-Moxon

Examinations Officer

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**I hereby give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**to collect my examination certificates on my behalf.**

**Your name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**