

May 2021

Collection of GCSE Certificates for Summer 2020 candidates

Dear ex-student,

I hope this letter finds you well and that you are enjoying the next chapter of your studies, apprenticeship or employment. I am writing to you to provide details of the process for collecting your GCSE certificates.

Due to Covid-19 restrictions, we have delayed the collection of certificates until national restrictions eased and are now in a position where we can advise you on the process for collection.

From **Monday 17th May** you can come into the academy and collect your certificates from **reception** during academy hours only.

You will be required to sign, confirming that you have received them. If you wish another person to collect your certificates on your behalf, you must provide us with a **letter of authorisation**; this letter must state the name of the person collecting them and their relationship to you. You must print and sign your name and date it.

The person collecting your certificates will be required to sign, confirming that they have collected them on your behalf. We are not able to release any certificates without this.

We will keep your certificates until January 2023, after which, you will have to apply to the individual exam boards for copies. This is also the case if you lose them. The approximate exam board cost for **each** certificate is £43 (AQA), £45.70 (OCR), £41 (Pearson/EdExcel).

Once you are in possession of your certificates, please keep them in a safe and secure place – you will be required to produce them throughout your career.

We wish you continued success in the future.



Mr J Grainger
Assistant Principal



Mr K Uppal
Principal