

**Executive Headteacher** Mr D Gurney B.A. Hons / NPQH / NLE

**Head of School** Mrs S Roberts BSC. Hons / PGCE / NPQH

xx November 2018

Dear Former Student

We are in the final stages of making arrangements for the dispatch of certificates which arrived in the school at the beginning of November.

- If you wish to collect your certificates in person, please present yourself to the main school office between 10am and 4pm, Monday to Friday.
- If you wish to nominate someone to collect your certificates, please return the attached reply slip specifying the name of the person who will be collecting them.
- If you wish for the school to post your certificates to an address, please return the attached reply slip with a cheque for £2.32 to cover the cost of postage (Signed for 2<sup>nd</sup> Class).

Please note that any certificates not collected by the end of March 2018 will be returned to the exam boards and that they levy a charge for certificates that have to be re-issued. The charge for this is approximately £40-£50 for each exam board.

Please note that exam boards are reluctant to issue replacement certificates if they are lost and AQA will not replace at all. It is important that all certificates are stored in a safe place for the future.

Yours sincerely

Mr. D. Roberts  
Assistant Headteacher

## Certificate Collection Reply Slip

Please tick one of the following options, complete the requested information and return the reply slip to the School immediately.

Nominate a person to collect your certificates on your behalf:

Full name of student: \_\_\_\_\_

Date of birth of student: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full name of nominee: \_\_\_\_\_

**Remember, your nominee must collect the certificates between 10am and 4pm, Monday to Friday.**

Request certificates to be posted to an address:

Full name of student: \_\_\_\_\_

Date of birth of student: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address (include postcode): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Remember, you must enclose a cheque for £2.32 for your certificates to be posted by Signed for 2<sup>nd</sup> Class delivery.**