

October 2024

Dear Parent/Carer

FAO: Year 11 Summer 2024 GCSE Students

We are happy to now be able to confirm the opportunity for your child to attend school and collect their GCSE certificates from this summer. We will be holding a certificate pick up session on **Tuesday 12 November between 3.30pm – 5.30pm.**

In order for us to manage this process can you please ask your child to complete this Microsoft form via this link <https://forms.office.com/e/i4C0U7FpvH> or by using the QR code below. This must be completed by them in order for any permissions for releasing certificates to be approved.

CERTIFICATES

We ask that they come to the Sixth Form reception where their certificates will be made available, no access to any other part of the schools buildings will be allowed and they must leave site afterwards.

For those where it may not be possible in person, we will be happy to look at arranging an alternate method. Please still complete the form as there are a number of options including a third person permission OR allowing a sibling who attends School to access them. This permission must be received by the Exams Office in advance to ensure it being available.

If they are a current Year 12 student here at our Sixth Form, we will endeavour to get the certificates to them via their Form Tutors so there is no need to complete the form.

If you have further students in the school who may have taken a Language GCSE in Year 9, these certificates will be held in school until they complete all GCSEs in Year 11.

Certificates not picked up will be kept at Main Reception following this date and can be collected up to 4pm.

Yours faithfully



Mrs G Divall
Exams and Data Manager



Unashamedly Academic