

18 December 2018

Dear Parents/Carers and Leavers July 2018

PRESENTATION OF GCSE CERTIFICATES

I am pleased to inform you about the arrangements for collection of your child's GCSE certificates. We will be holding an informal event for parents/carers and former students in the Main Hall on Thursday 10 January 2019 as follows:

- 5.30 pm drinks and nibbles;
- 6.00 pm presentation of certificates.

This is the perfect opportunity for our former students to catch up with teachers and friends, and we very much hope that you will join us in this celebration of your child's school career and success in their final GCSE examinations.

To assist us in preparing for the presentation, would you please complete the link:

<https://www.surveymonkey.co.uk/r/9MHXCQV>

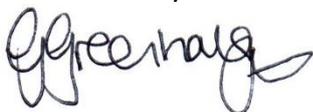
When GCSE certificates are presented, they need to be signed for in person. If your child is unable to attend the presentation and collect their certificates, they would need to give written permission to whoever they name to collect them on their behalf (including parents/carers). The named person would also need to bring photographic identification.

Once issued, it is both difficult and expensive to replace GCSE certificates (approximately £50 per Examination Board), so it is very important that they are presented and kept safely at home.

If you are unable to attend this event, certificates will be available to collect from the school office from 11 January, Monday to Friday, between the hours of 8.00 am and 4.00 pm. Please telephone beforehand so that the certificates can be ready for collection. Again, if your child cannot collect, we would need written permission to release the certificates to whoever they have nominated, along with photographic identification of the named individuals.

We do hope that you will be able to attend and look forward to seeing you again on the 10 January. I would like to take the opportunity to wish you and your family a very happy Christmas and best wishes for the New Year.

Yours faithfully



Miss G Greenhalgh
Head of School