

EXAM CERTIFICATES - JUNE 2011

IF YOU DO NOT ATTEND THE PRESENTATION EVENING ON THURSDAY 10TH NOVEMBER 2011 TO RECEIVE YOUR EXAM CERTIFICATES, THEY WILL BE AVAILABLE FOR COLLECTION FROM THE SCHOOL OFFICE WITH EFFECT FROM TUESDAY 15TH NOVEMBER 2011 UNTIL THE END OF THE MONTH.

IF YOU WISH SOMEONE TO COLLECT YOUR CERTIFICATES ON YOUR BEHALF WE WILL NEED A SIGNED LETTER EXPLAINING THIS BEFORE THE CERTIFICATES CAN BE HANDED OVER.

WE WILL ONLY KEEP THE CERTIFICATES UNTIL THE END OF NOVEMBER AND THEN THEY WILL BE POSTED BY FIRST CLASS MAIL TO YOUR HOME ADDRESS. HOWEVER DUE TO RECENT PROBLEMS WITH THE ROYAL MAIL WE WOULD PREFER STUDENTS TO COLLECT THEM FROM SCHOOL.

WE WOULD ALSO LIKE TO STRESS THAT YOUR CERTIFICATES ARE VERY IMPORTANT DOCUMENTS AND SHOULD BE KEPT IN A SAFE PLACE. IT IS VERY DIFFICULT AND COSTLY TO TRY AND GET REPLACEMENTS SHOULD YOU LOSE THEM.

IF YOU ARE COLLECTING THEM FROM THE SCHOOL OFFICE OR AT THE PRESENTATION EVENING, PLEASE MAKE SURE THAT YOU SIGN FOR YOUR CERTIFICATES.

MANY THANKS