

14 December 2018

Summer 2018 Certificate Availability

Dear Student

GCSE and A2 certificates for the summer exams will be available for collection from visitor reception from **Wednesday 9 January 2019**. They will be available during term time within the office hours of 8.30am – 3.30pm.

Collecting Certificates

If you are intending to collect your certificates on Wednesday 9 January, could you please confirm via email to: examcertificates@skdrive.org; please title the email 'Certificate Collection 2019' and include your name and whether you are likely to collect certificates in the morning or the afternoon in the body of the email.

If you are unable to collect your certificates in person, please either:

- Send a cheque made payable to St Katherine's School for £5 along with a signed letter confirming the address you wish the certificates to be sent to (including postcode).

Or

- Nominate someone to collect the certificates for you. You must complete the form overleaf and the nominated person should bring it with them (along with their identification) when they collect the certificates.

Please note: we are unable to accept nomination of a certificate collector by telephone or email.

It is important that you collect your certificates and keep them safe as you will need them for your future employment. Please note we are only obliged to hold your certificates at the school for one year. If you do not collect these documents and find that you need them at a later date the examination boards will charge you approximately £30.00 per certificate.

We look forward to seeing you.

Yours faithfully,



Mr Francis-Black
Assistant Headteacher



Mr Nethercote
Exams Officer

I would like (Full Name)
to collect my exam certificates. Please bring identification.

STUDENT'S FULL NAME (please print)

Signed Date

Date of Birth

Address
.....
.....
.....
.....

Certificates will not be released without a signed letter.

The person collecting the certificates must bring their ID with them to prove they are who you have nominated.