



St Katherine's School



6th December 2019

### 2019 Results Certificate Collection

Dear Candidate

GCSE, A Level and Vocational certificates will be available for collection from our visitor reception from Wednesday 8<sup>th</sup> January 2020. They will be available during term time within the office hours of 8.30am – 3.30pm.

#### Collecting Certificates

If you intend to collect your certificates on Wednesday 8<sup>th</sup> January, could you confirm in advance giving your name by email to [examcertificates@skdrive.org](mailto:examcertificates@skdrive.org).

If you are not able to collect your certificates on that day you can either:

- Send a cheque made payable to Cathedral Schools Trust for £5 with a signed letter confirming the address where you would like the certificates to be posted.

Or

- Nominate someone to collect the certificates for you. You will need to complete the form we have provided overleaf which the nominated person should bring along with identification when they collect your certificates. If they do not bring this nomination form and ID we will not be able to release your certificates.

It is important that you collect your certificates and keep them safe as you will need them for your future education and employment. Please note we are obliged to retain your certificates at the centre for one year only. If you do not collect these documents your only option in the future would be to contact the exam boards directly and request a Certified Statement of Results which can be in the region of £45 per board.

We look forward to seeing you.

Yours faithfully

**Mr Francis-Black**  
Acting Deputy Headteacher

**Mrs E Bean**  
Exams Officer

Headteacher: Justin Humphreys

St Katherine's School, Ham Green, North Somerset BS20 OHU

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St Katherine's School @stkathsschool

**Certificate Collection Nomination Form 2019**

I ..... *(Insert your full name)*

Address.....

.....

.....

DOB.....

Signature.....

Date.....

*Nominate to collect my certificates:*

..... *(Insert name of person collecting on your behalf)*

*Certificates will not be released without a signed form and the person collecting your certificates must have Identification with them.*