

Ref: 120/NHM/23-24

15 January 2024

Dear Former Pupil,

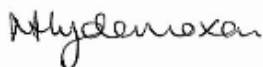
We are pleased to inform you that your examination certificates are now available for collection from the academy reception **between 09:00 and 15:00, Monday to Friday.**

If you are sending someone to collect your certificates on your behalf, you must complete the slip at the bottom of this letter, which this person must then bring with them, together with a form of ID.

As you will need your certificates for any future job or course that you apply for, it is advisable to collect them now and keep them in a safe place. We are allowed to retain certificates for 12 months, after which they are destroyed and you will have to apply to the Awarding Bodies for evidence of your results, for which there may be a charge.

May we take this opportunity to wish you well for the future, and we look forward to hearing any news of your progress.

Yours sincerely,



Mrs. Hyde-Moxon  
Examinations Officer

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**I hereby give permission for \_\_\_\_\_  
to collect my examination certificates on my behalf.**

**Relationship:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Your signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*NB: This person must bring with them a form of photographic ID or certificates will not be issued.*

We take the use of personal data very seriously and are GDPR compliant. We will continue to manage both the data we hold on your child and yourselves very carefully and in line with the latest advice. Our Privacy Statement is available for download from our website or please ask for a copy at Reception.