



November 2023

Dear Year 13 Leaver and your Parent/Carer

A Level Certificates

As you may be aware, it is an exam board requirement that students obtain their exam certificates as they will be needed for employment and training in the future. We therefore wish to inform you of three different options for Year 13 Leavers to obtain their A level certificates. **Please ensure that you complete our short online form (linked below) informing us of how you prefer to obtain your certificates.**

Firstly, we wish to celebrate the achievements of all last year's Year 13 students and warmly invite you to an informal certificate presentation on **Tuesday 19 December 2023**. Please join us for nibbles and refreshments in the Sixth Form Common Room from 5.30 pm. This will be an excellent opportunity to catch up with fellow alumni and former teachers. The presentation ceremony will begin at 6.00 pm in the Sixth Form Theatre.

If you are unable to attend the presentation evening, certificates can be collected from the Exams Office (next to Student Services) between 10.00 am and 3.30 pm on Friday 5 January 2024. Alternatively, you can pay £6 to have the certificates posted to your home address using a signed for delivery service. Payment for this can be made via this link [ParentPay Shop](#).

Please note that we cannot give certificates to anyone other than the student unless we receive a signed letter from them authorising someone else to collect the certificates on their behalf and that we are ultimately obliged to destroy certificates if they are not collected. Students will incur a substantial fee if they need to request replacement documents from the exam boards in future.

Please complete this short online form to allow us to collate responses for attendance at the certificate presentation evening as well as important information about where you are studying or working now. Please click the following link or visit the school website, where you will find the link on the Homepage: <https://forms.office.com/e/bSXSSf3Gzq>. Please note that the online form must be completed by the student and we kindly request that you **respond by Wednesday 13 December 2023**.

You are also warmly invited to the Backwell Music Department Winter Concert, which will be held in the School Theatre straight after the Certificate Presentation Evening on Tuesday 19 December 2023, at 7.00 pm. This festive event will feature performances from our choirs, bands and ensembles. The show is likely to run until about 9.00 pm and there will be an interval, where you will be able to buy drinks from the Backwell School Association bar. Tickets priced at £5 and £3 (concessions) will be available to purchase in advance from www.yourboxoffice.co.uk. Please look out for further information on our website.

We hope to see you all at the certificate presentation evening in December, but if you are unable to attend, may we take this opportunity to wish you every success in the future.

Yours sincerely

Rose Haywood
Head of Sixth Form