



December 2022

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 **Thursday 5 January 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 in Student Services between 10.00 am and 3.30 pm on Friday 6 January 2023. Alternatively, we can send out further information on how you can pay to have the certificates posted to your home address.

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 return certificates to the issuing Examination Board if they are not collected. It is likely that students will incur a fee if they need to request these documents 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 Tuesday 3 January 2023.

We hope to see you all at the certificate presentation evening in January, 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