



November 2023

Dear Parent/Carer

GCSE Examination Certificates

We are writing to you as you had a child in Year 11 at Backwell School until July 2023. 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 have now received the GCSE certificates for those who took their exams in the summer of 2023 and are looking to distribute these in the next few weeks.

'Year 11 Leavers' who are now Backwell School Sixth Form Students

If your child has remained at Backwell School, and is studying in our Sixth Form, their certificates will be given to them via their tutor in the next few weeks. These certificates will need to be stored safely for future use. Please note that there would be a charge from the examination board if a copy of these certificates was required in the future.

All other 'Year 11 Leavers'

There are two options for those who are now studying/working at another location:

- collection of examination certificates from school during the w/c 11 December 2023; or
- postage home for a fee of £6. Payment must be made via this link [ParentPay Shop](#).

More details on both of these methods can be found [on this online form](#) – please speak to your child and complete the form with your preference on how to receive these important examination certificates. The deadline for completing the form is Friday 8 December 2023.

These certificates will need to be stored safely for future use. **Please note that we are ultimately required to destroy any uncollected exam certificates and there would be a charge from the exam board if a copy of certificates was requested in the future.**

If you or your child have any questions about the above please contact the Exams Office:
exams@backwellschool.net

Yours sincerely

Ms C Mason
Deputy Headteacher