

"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school." Ofsted

December 2024

Exam Certificate Collection

Dear Student

I am pleased to inform you that examination certificates are ready for collection, and can be collected from the Visitor Reception, Monday to Friday, between 8.30 am and 3.30 pm during the following dates:

Monday 6th January 2025
Tuesday 7th January 2025
Friday 10th January 2025
Thursday 16th January 2025
Friday 17th January 2025

Examination certificates are official evidence of your qualifications, further education establishments, employers and training providers will need to see them throughout your life. Therefore, it is vital that you collect your certificates and keep them safe for future use.

If you are unable to collect in person and would like someone else to collect on your behalf they must have a letter of authorisation signed by you, identifying who the nominated individual is. Your nominated person must also bring some form of identification with them when collecting.

Should your certificates not be collected in the next 12 months then they will be destroyed, in accordance with JCQ regulations. Please be aware a cost (approximately £50 per certificate) from the exam board(s) will apply to any lost or destroyed certificates, should you require them. This is something you would need to arrange yourself.

Please do not hesitate to contact me if you need any further information.

Yours sincerely

H. Turner

Mrs Hazel Turner
Exams Manager
President Kennedy School