

Dear Student

Examination Certificates

Your certificates for the 2009 examination season will be ready for collection from the main Admin Office reception area each day from 30th November until 4th December at the following times:

11.30 am to 12.30 pm

01.15 pm to 02.15 pm

These are important documents that you may require when making a job application or applying for further or higher education. If you wish to nominate someone else to collect them on your behalf please ensure that they arrive with your written permission.

After the 4th December any uncollected certificates will be posted to the last address held. This is at your own risk and the school cannot accept responsibility for any loss.

Any certificates remaining in school will be held for a period of 3 months following which they will be destroyed by secure method. Once destroyed it will be your responsibility to request duplicate certificates from the Awarding Body which will incur a fee.

If you are unable to collect during the week of 30th November nor wish to have them posted please complete the slip below.

Yours sincerely,

Anne Christie
Examinations Officer

Please do not post my certificates, I will be unable to call and collect during the week of 30th November, I understand from 1st April 2010 uncollected certificates will be destroyed.

Name.....

Signature.....

Please return to Examinations Office, The Blue School, Milton Road, Wells BA5 2NR