

6th December 2017

Dear

Summer 2017 Exam Certificates

Your daughter's exam certificates for the Summer 2017 exam season are now available to be collected from reception.

If your daughter is unable to collect her certificates in person and would like a named person to collect them on her behalf, they will need to have written permission from your daughter, together with photographic ID.

Certificates will be available for collection from now until 3.00 pm on Thursday 21st December. **After which they will be held in storage for 12 months and then destroyed in accordance with JCQ guidelines.**

Yours sincerely

**Miss Brady
Exams Officer**