



**Examination certificates will be available to collect from Reception  
between**

**4.00pm & 6.00pm**

**On Thursday 19 December 2024 and Tuesday 7 January 2025**

Dear Students

Exam certificates are valuable as they are your only proof of your achievements and they are expensive to replace. Each certificate costs around £60.00 to replace and are only available from the Exam Boards, not from the School Exams Office. If you have four certificates and lose them, they will cost you at least £240.00 to replace.

With this in mind, we ask you to collect your certificates and sign for them as proof that they have been received. As we require a signature, we cannot post them to you. In order to protect your certificates, it is advisable for you to photocopy them and keep them somewhere safe where they will not get lost.

Please come to the school reception on the above date where you will then be asked to sign for them.

If you would prefer a family member to collect your certificates on your behalf, please complete the form downloadable from the website [HERE](#).

Your nominated person **must** bring this signed form with them if they wish to collect the certificates.

Mrs Beattie

**Examinations Officer**