

Our ref: CBY
Monday 6th October 2017



Dear Parent/Carer,

Collection of GCSE/Level 1 and 2 Certificates

Certificates for June 2017 examinations will be available for collection on Thursday 23rd November from 3.30pm – 7.30pm.

Students are required to collect their certificates in person. However, the Academy will release the certificates to a representative if there is a letter of authorisation from the student. Alternatively, an A4 stamped addressed envelope with appropriate postage would need to be handed to Reception for the attention of the Examinations Officer.

Please be aware that there is limited storage in the Academy for certificates. Therefore, they will be disposed of after a period of time, and it is crucial that they are collected promptly.

Yours sincerely,

Mrs C. Busby

Mrs Clare Busby
Examinations Officer

Chief Executive: Dr Caroline J S Badyal, EdD, MA BE.d, DipEd, NPQH | Head of School: Mr Mark Arnall BA Hons, MA, NPQH

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Q3 - Quaerere | 'Seek that which is good, that which is right, that which is true'



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