



Dear Student,

I am delighted to inform you that we have now received and collated all of the examination Certificates from the Summer 2022 exams.

We would like to invite you to collect your certificates on Tuesday 24th January 2023, from 3.15pm to 5pm (Please note the latest time for entry is 4.15pm). Staff will be happy to welcome you to the Savannah Suite where you can catch up with other students and sign for your certificates.

A small reception will be held and we ask attendees to wear smart casual dress as there will also be the opportunity for photographs. This invitation is for students only please we do not have the capacity to accommodate guests.

Please bring a form of photographic identity with you (student identity/ passport etc.)

The certificates are an extremely valuable part of your educational journey and whilst you may not need them for your current educational, employment or training environment, it is highly likely that at some point in your future you will need proof of your qualifications. Therefore, we strongly urge you to collect your certificates. As a school, we are required to keep the certificates on file for 12 months.

After that time if you wish to obtain replacement certificates, you will need to contact the individual examination boards. Current replacement costs are running at between £40 and £60 per certificate. This is another reason that we advise you to collect in person.

Any certificates, which are not collected on January 24th, will be placed in secure storage for 12 months. During this period, you may e-mail our examinations officer Mrs Wilson at: gwilson@ben.srscmat.co.uk to arrange collection either in person or via a third party.

The e-mail should include your full name, date of birth and a contact telephone number. You will need to show photographic identity when collecting.

If you have nominated someone to collect on your behalf, you will need to name that person in your e-mail. That person will then need to bring photo ID and a letter of confirmation from you. We will not be able to release certificates without these security measures in place.

Please allow 5 working days for us to make the certificates available, you will be contacted by telephone or e-mail to confirm when the certificates are ready for collection.

I hope that you will be able to join us on January 24th, as we look forward to celebrating your success.

Yours Sincerely

K Best

Mrs K Best
Head of Year 11 2021- 2022



Saint Benedict Voluntary Academy
Duffield Road, Darley Abbey, Derby DE22 1JD

enquiries@saintben.derby.sch.uk

Company Number 7937154



**St Ralph
Sherwin**
Catholic Multi Academy Trust