

17<sup>th</sup> January 2033

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.

I would like to invite you to collect your certificates from the school office. The collection window will run from **Monday January 23<sup>rd</sup> to Friday February 17<sup>th</sup>** (4 weeks)

During this period if you wish to collect your certificates, please sign in at the main reception (Elmwood) collection will be available **from 9am- 3pm**. Please bring a form of photographic identity with you (student identity/ passport / provisional or full driving licence etc.)

**Collection after this time:**

Any certificates, which are not collected by February 17<sup>th</sup>, will be placed in secure storage for 12 months. During this period, you may e-mail me at: [gwilson@ben.srscmat.co.uk](mailto: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.

You may, if you wish, nominate someone to collect your certificates on your behalf, you will need to name that person in your e-mail. The named 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.

**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.

We look forward to seeing you.

Yours Sincerely



Mrs G Wilson  
Examinations Officer