

August 2018

Dear Former Student

GCSE CERTIFICATE COLLECTION, THURSDAY 6 DECEMBER 2018

I am pleased to inform you that we are issuing certificates at the school on Thursday 6 December 2018. This will be an event where you will sign for and receive your certificates and collect your non examination assessment. Certificates will be available for issue between 4.00 pm and 5.00 pm. We would appreciate you letting us know whether you can attend or not, either by telephone on 01723 362301 or by returning the reply slip below.

If you are unable to collect your examination certificates on 6 December please contact Mrs Julie Short, Exams Manager, to arrange another time to collect them, as Awarding Bodies require that uncollected certificates are destroyed after 12 months. Replacement certificates would need to be ordered from the respective Awarding Bodies at a cost of around £40-50 per certificate.

If you prefer, please send a cheque for £7.50, payable to Scalby Learning Trust along with your address on the attached form, to have your certificates posted to you by special delivery.

Third parties may only collect certificates after Mrs Short has received the attached form completed and signed by the person named on the certificates, and photographic proof of ID will be required from the person collecting your certificates, an appointment must be made with Mrs Short for their collection, which will need to be after the certificate collection evening.

Non examination assessment may be collected during the evening, after which time it will sadly have to be thrown away, owing to limited storage space being available in school. Please contact the appropriate head of department as soon as possible if you wish to collect your non examination assessment after the evening.

I look forward to seeing you on 6 December to collect your certificates and work.

Yours sincerely,



Michael McCluskie
Headteacher

TO: MRS J. SHORT –
RE: SCALBY SCHOOL CERTIFICATE EVENING, THURSDAY 6 DECEMBER 2018

Please complete this section under all circumstances

Name of former student:- _____

I shall be present*

I am unable to be present* (*please delete one)

(Please return to Mrs J Short or email j.short@scalbyschool.org.uk)

..... **Do NOT remove lower portions**

If you are unable to attend on the evening, to make alternative arrangements to receive your certificates (other than collecting in person at a later date) please also complete below:-

*****Complete EITHER this section*****

I authorise _____ (insert full name of person who will collect the certificates) to collect my GCSE certificates as I cannot collect them. This person understands that they will need to bring along their own **photographic identification** (such as a passport or photo driving licence) in order to receive my certificates. **Please phone Mrs Short to agree a collection date and time.**

Signed: _____ (Student) Name: _____

*****OR this section*****

Please send my GCSE certificates to me at home as I cannot collect them.

My address is:- _____

I enclose a cheque (payable to SCALBY LEARNING TRUST) for **£7.50** to cover the cost of special delivery.

Signed: _____ (Student) Name: _____

Deadline for receipt of return slip: 28 November 2018

FOR OFFICE USE ONLY

Date received:-

Amount received:-

Date posted: