

1st November 2018

Dear former student,

I am pleased to inform you that the Examination Certificates from your summer examinations are ready for collection. JCQ rules stipulate that certificates cannot be posted to students and therefore these need to be collected in person from William Edwards School.

The collection day will be Friday 30th November, between 9:00am and 3:00pm. Upon arrival at the school go directly to the visitor reception to sign for and collect your certificates, **all other parts of the school will be out of bounds in accordance with the school's health and safety policy.** If you are unable to collect in person an adult representative may do so on your behalf. To do this they should bring a signed letter from you giving them authorisation; they will also need to bring proof of ID.

If collection on Friday is not possible, then certificates will be available from the visitor's reception between 8:30am and 4:00pm from Monday 3rd December until Friday 21st December.

Any certificates not claimed during this time period will be held on file at this school for one calendar year, after which the certificates will either be destroyed or returned to the relevant examination board.

Unfortunately, you will be unable to use this occasion to visit former staff or collect any subject materials as the school will be in session. If you wish to make contact with former staff, please ring to make an appointment.

Thank you for your co-operation.

Yours faithfully,

Mr R. Slade

Examinations Officer