



17<sup>th</sup> January 2022

Dear Parent/Carer

**Re: Exam Certificates**

We are pleased to inform you that your child’s exam certificates are ready for collection from the Academy in A Block reception. During term time the reception is open from 8.00am - 4.00pm. We require your child to collect their certificate(s) in person because these are legal documents. Alternatively, the person who is collecting them on their behalf must produce permission in writing from them in order for us to release the certificates.

During school holidays the reception will be accessible between the hours of 9.00am and 3.00pm, not including bank holidays.

Yours faithfully

Sally Tooms  
Exams Officer