



Kingsmead School



A PARTNER ACADEMY IN JOHN TAYLOR MAT

Head of School: Mrs M Mincher, Bsc, NPQH

RESILIENT



INNOVATIVE



MINDFUL



EMPLOYABLE



Exam Certificate Collection

December 2023

Dear student,

This is to let you know that your examination certificates are now ready for collection from Kingsmead School's main reception.

These can be collected on Thursday 14th December 2023 between 8:30pm and 2.30pm. They will then be available for collection again from Tuesday 19th December to Thursday 21st December 2023, between 1.00pm and 3:30pm.

Examination certificates are the evidence of your qualifications, and employers and training providers will need to see them throughout your career. It is therefore vital that you collect your certificates and keep them safe.

If you are unable to collect these and you would like to nominate a friend/family member to collect on your behalf, you must write a letter to confirm this. No certificates will be released without written confirmation.

Don't forget to bring some form of ID with you. If you want to nominate someone else to collect certificates on your behalf, they must have a letter of authorisation signed by you, identifying who the nominated individual is. Your nominated person must also bring some form of their ID with them.

For your information, please ensure that these certificates are kept secure as the exam boards charge approximately £50 for each replacement certificate.

Please do not hesitate to contact me if you need any further information.

Yours faithfully,

Miss N. Harding
Examinations Officer