Our Ref: Exams/2023

Dear Student,

**CERTIFICATE COLLECTION**

Your examination certificates are available for collection from the school’s Main Reception. The reception is open from 8:00 am to 4:00 pm Monday to Thursday, Friday 8:00 am to 3:00 pm. Please check on the school website for term dates <https://www.chathamgrammar.org.uk/term-dates>.

You will be asked to sign and date an acknowledgement sheet to confirm receipt of your certificate(s).

If you cannot collect these in person, you can authorise someone else to collect them on your behalf, but they must have a letter from you giving us permission, to release your certificates to them. Alternatively, we can arrange for your certificates to be sent by post, postage fee of £4:00; payment can be made via <https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=826> .

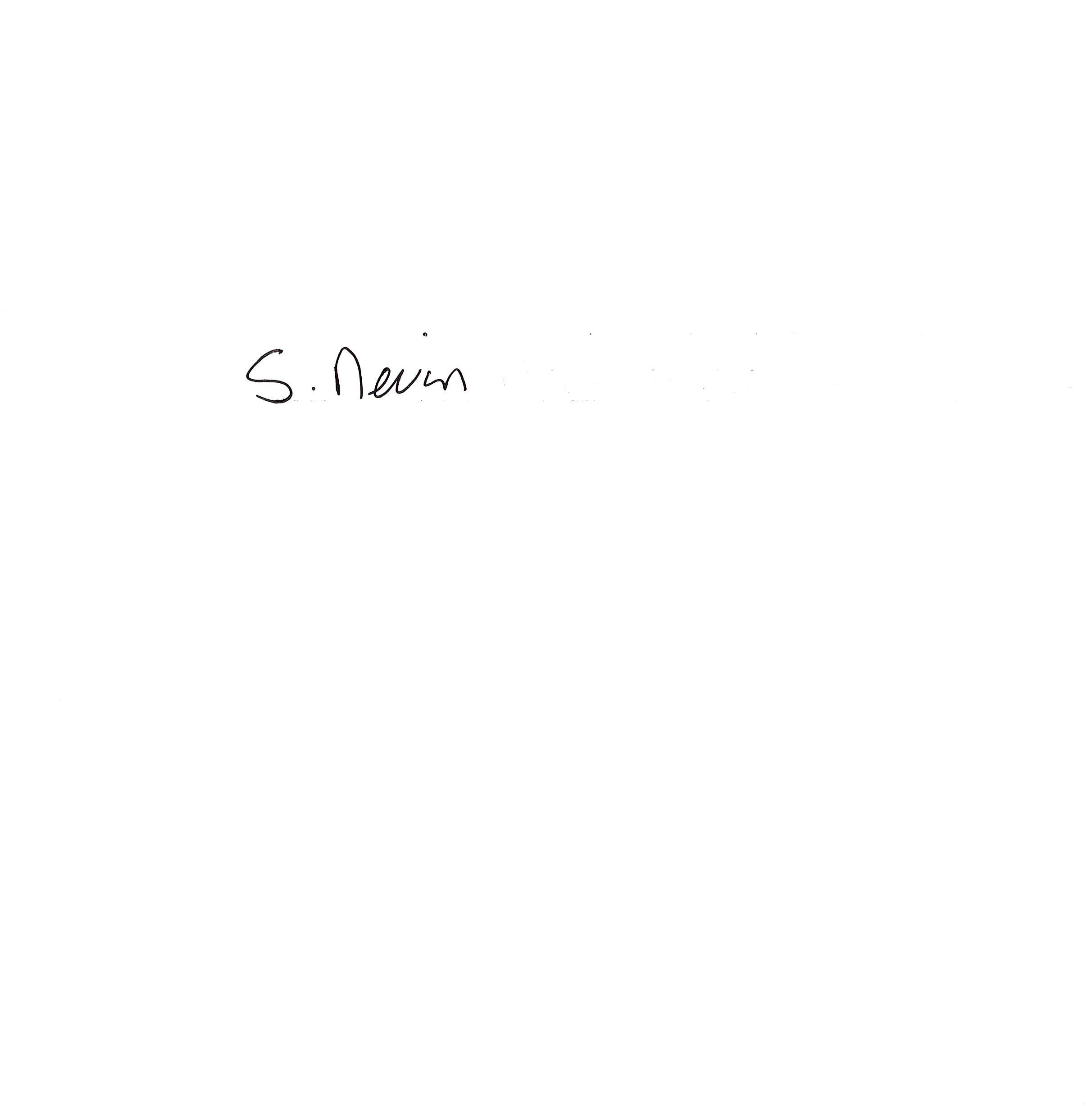
If you require your certificates to be posted, please email the exams officer with the address you would like the certificates sent to confirming you have paid the postage fee.

**Certificates will be kept at the school for one year only. After this time, they may be destroyed.**

Please check the details on your certificate(s) are correct. If there are any errors, you should return the certificate to Mrs Nevin immediately with a letter detailing what changes need to be made. Corrections will not be possible unless the original certificate is returned.

**Your certificates are important documents which need to be kept safe. If you lose your certificates you will have to pay for replacements from the Examination Board.**

Yours sincerely



Mrs S Nevin

**Exams Officer**

[**sallynevin@universityofkentacademiestrust.org.uk**](mailto:sallynevin@universityofkentacademiestrust.org.uk)

**Extn: 1133**