



2<sup>nd</sup> December 2020

Dear All

**Re: Exam Certificate Collection**

Congratulations on your exam results!

Your certificates will be ready for collection Tuesday 8<sup>th</sup> December 2020 and Wednesday 9<sup>th</sup> December 2020 only between 9am and 4pm. Due to the current Covid situation we are required to stagger collection of the certificates therefore we request that you book a collection appointment via the attached link <https://buytickets.at/susiemadeley/460336>

Please do not turn up without an appointment. Appointments will help the school remain a safe environment for staff, students and visitors. Please also wear a face covering.

Please note students must collect their certificate in person. If the student is unable to collect the certificates, please nominate someone in writing to collect them on their behalf. We must have signed written consent naming their representative who will need to bring ID with them. An email is not sufficient as we have to keep the signature on file. Alternatively, please complete and sign the below permission slip.

Uncollected certificates will be held in school for one year until the student arranges collection, after that time any **uncollected certificates may be destroyed**. Exam boards will provide Replacement Certificates at a cost of approximately £50.

If you require any further information please do not hesitate our exams officer [g.edwards@coxgreen.com](mailto:g.edwards@coxgreen.com)

We wish you all the best for the future and hope you are and your family are keeping safe.

Best wishes

Hannah Venning  
Cox Green School

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**Third party collection – permission slip**

Student Name:.....(Print name)

I authorise the person named below to collect and sign for my examination certificates

Name of person collecting:.....(Print name)

Student signature:.....

Date.....

**The person collecting the certificates will be required to produce a form of photo ID and this permission slip**