



10 December 2021

Dear Student

GCSE Certificates from summer 2021

Unfortunately, due to covid restrictions, we are unable to organise an Awards Evening this year. Therefore, your certificates are ready for collection on the following dates:

Thursday 6 th January	9.00 – 10.30
Thursday 6 th January	3.00 – 5.00
Friday 7 th January	9.00 – 10.30

Please report to the main school Reception and your certificates can be collected from the meetings room on the right.

If you are unable to collect your certificates yourself, you may nominate a member of your family or a friend to collect them on your behalf. They will need to bring a letter written and signed by you giving them written permission to collect your certificates. They will also need to bring their photo ID.

We recommend that you collect your certificates as soon as possible. Wood Green School will keep your certificates for a minimum of one year and a maximum of three. After that, they will be destroyed. Should you not collect your certificates, or you lose them, I am obliged to inform you that some awarding bodied do not offer a replacement certificate service. In such circumstances, the awarding body will issue a Certifying Statement of Results. Replacement Certificates and Certifying Statements of Results will be charged for by the awarding body.

I wish you well with your continued studies, apprenticeship or employment.

Yours sincerely

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