



Headteacher  
Debbie Smith B.Ed, NPQH

# Sandhurst School

the opportunity to succeed

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3<sup>rd</sup> November 2020

Dear Student

## Re: GCSE, BTEC and A Level examination certificates

I hope you are well and that you are making the most of your new opportunities. Unbelievably we are still in the grip of the pandemic and for you it has been a tougher ride than for many. I hope, for you, last summer is a memory that you can move forward from.

We are delighted to be able to invite you to collect your certificates and I would like to outline our plans for you to receive your them safely. We understand many of you are now attending colleges or apprenticeships and it can be difficult to collect your certificates during the day. Therefore this year we have decided to arrange timeslots in the evening when the school is empty of all other students and you can safely come into reception. Please may I ask that you adhere strictly to the following timeslots:

### Monday 7<sup>th</sup> December – alphabetically by surname

A – B	5.15pm-5.30pm
C – D	5.40pm-5.55pm
E – G	6.05pm-6.20pm
H – K	6.30pm-6.45pm

### Tuesday 8<sup>th</sup> December – alphabetically by surname

L – M	5.15pm-5.30pm
N – R	5.40pm-5.55pm
S – T	6.05pm-6.20pm
V – Z	6.30pm-6.45pm

It is imperative that on arrival you wait outside the reception area and queue, keeping the recommended 2 metre distance from one another.

It is becoming increasingly important that you have possession of these certificates as proof of your qualifications. It is therefore crucial that you collect them, otherwise after one year the certificates may be destroyed and replacement copies will not be available. May I also recommend that you scan or photograph your certificates and save these on a memory stick, to avoid searching through your loft at a later date!

Please check your personal details and the grades on your certificates carefully. If there are any discrepancies, you will need to return the certificate to the Exams Office by **Wednesday 6<sup>th</sup> January 2021**.

If you want someone else to collect your certificates on your behalf, you must complete the form which is included in this letter. The person collecting your certificates must bring the form and proof of identification, otherwise we will not be able to release the certificates to them. If you can't make the times and dates above, please contact Mrs Evans by email: [jevans@sandhurst.bracknell-forest.sch.uk](mailto:jevans@sandhurst.bracknell-forest.sch.uk) and we will arrange another opportunity for you to collect them.

I wish you well with your future endeavours.

Yours sincerely

*D. Smith*

**Debbie Smith**  
**Headteacher**



Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address

# Certificates third party collection

## Permission to collect a candidates' certificates

To student: Please print and complete this form:

Name: .....

Address:.....

.....

Contact Phone Number .....

Date: .....

## To Examination Office:

I am unable to collect my certificates in person from school, and therefore give permission for (enter name) .....  
to collect them on my behalf.

He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.

Yours faithfully

Signature: .....

Student: (print name): .....

Exam/candidate number: .....

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This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

*Office Use Only: I.D Checked – please initial*

