



Headteacher
Mr Gareth Croxon B.Sc., NPQH

Sandhurst School

the opportunity to succeed

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12th September 2023

Dear Student

Re: GCSE, BTEC and A Level examination certificates

I hope you are well, enjoyed your summer, and that you are making the most of your new opportunities.

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 them. We understand many of you are now attending colleges or apprenticeships and it can be difficult to collect your certificates during the day. Therefore, we have extended the hours for collection over a period of 3 days.

Tuesday 5th, Wednesday 6th, and Thursday 7th December
8am-10am and 4.30pm–5.30pm

Please come to reception where you will be able to collect and sign for your certificates from our Exams Officer, Mrs Evans.

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 from the exam boards are very expensive. May I also recommend that you scan or photograph your certificates, to avoid searching through your loft at a later date!

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@sandhurstschool.org.uk and we will arrange another opportunity for you to collect them.

I wish you well with your future endeavours.

Yours sincerely

Mr G Croxon
Headteacher

Certificates third party collection

Permission to collect a student's certificates

Please print and complete this form:

Student 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

Student Signature:

This form must be handed in when collecting certificates by the nominated person named
above.

Office Use Only: I.D Checked – please initial

