



# Nether Stowe School

**Headteacher: Glyn Langston-Jones**

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13 November 2018

Dear Parent or Carer,

For Year 11 and Year 13 examinations taken in the 2017-2018 academic year, formal examination certificates are now available for collection. Certificates may be collected in person by students from the main school reception anytime during normal reception hours (8.30am – 4.15pm).

Students will be required to sign to confirm collection. Please note that no certificates will be distributed to students without production of valid identification.

If you are unable to collect in person, you may nominate someone to collect on your behalf. To do so, you must write a letter authorising your nominated person and this must be signed and dated. Your nominated person must bring photo ID with your letter, this is to ensure we are giving them to the correct person. We are unable to give out certificates to a nominated person without the letter of authorisation and valid identification.

It is important to remember that, if GCSE exam certificates are not collected by 21<sup>st</sup> December 2018, they will be returned to the examining boards who will then charge to provide a certificate or a copy. Be aware that many exam boards can charge upwards of £50 for the provision of certificates or copies. It is, therefore, essential that certificates are collected and kept in a safe place.

Should you have any further questions, please do not hesitate to contact me.

We wish you the very best of luck for the future

Yours sincerely,

Glyn Langston-Jones  
Headteacher

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