

To: Former Year 11 Pupil

Our Ref: 87631935

20 December 2023

Dear Former Year 11 Pupil

Re: GCSE 2023 Exam Certificates

I hope that this letter finds you well and that you are enjoying your Post 16 study or work.

We are writing to let you know that your GCSE certificates are now available to collect from the main reception at South Hunsley School should you wish to collect them.

When collecting any certificates please note the following requirements:

- You **MUST** bring photo ID when you come to collect your certificates. This can be a driving licence, passport, Sixth Form identity card or similar.
- If you are unable to collect your certificates in person, you can nominate someone else to collect them on your behalf. If you are nominating someone to collect your certificates, you must inform the Exams Office **prior** to collection day. Please email the name of the nominated person to exams@southhunsley.org.uk
- The named person must bring photo ID on collection day to prove their identity.

The school is not allowed, **under any circumstances**, to release exam certificates to anyone other than the named pupil without prior communication and confirmation with the Exams Office.

Yours faithfully

H. Savory

Helen Savory
Assistant Headteacher