

# SOUTH HUNSLEY

## Sixth Form

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To: Year 13 Leavers 2023

Our ref:87616803

November 2023

Dear Student

### Re: Year 13 Certificate Evening

I hope that this letter finds you well and that you are enjoying life after South Hunsley Sixth Form. I am writing to invite you to an informal Certificate Evening at South Hunsley School on Thursday 21 December 2023. The event will take place in the Sixth Form Common Room/Café from 4.30pm – 6.30pm. Nibbles and drinks will be provided, and the evening will give you the opportunity to catch up with friends and some of your teachers. Your A Level certificates will also be available for you to collect on the evening but will not be formally presented.

Please complete this form <https://forms.office.com/e/KUnmmjwrD1> to let me know if you are able to attend or not, so that we can provide enough refreshments. Please also mention this letter to your friends in case they have not yet read it.

If you need to collect your A Level certificates before or after this event, they will be available from Reception during school opening hours.

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](mailto: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 student without prior communication and confirmation with the Exams Office

I look forward to seeing you on Thursday 21 December.

Yours faithfully



Paul Jacobs

**Director of Sixth Form – Student Support**



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