



## Year 11 Leavers 2020 - Collection of GCSE Certificates

If you haven't already collected, we are writing to remind you that we still have your GCSE certificates which evidence your achievements from when you sat your examinations in 2020. You will need original copies of your qualifications to support any future academic / apprenticeship / career applications and we advise you to collect them from school. Unfortunately, we are unable to send the certificates by post as you need to sign to acknowledge receipt when collected.

Your certificates will be available for collection from Monday, 31<sup>st</sup> January and we would ask that you come to the school reception during your designated time slot to collect your envelope. Collection will be arranged alphabetically by surname as follows:

A—G Monday 31<sup>st</sup> January between 3pm and 4pm  
H— N Tuesday 1<sup>st</sup> February between 3pm and 4pm  
O - T Wednesday 2<sup>nd</sup> February between 3pm and 4pm  
U - Z Thursday 3<sup>rd</sup> February between 3pm and 4pm

If this time is not convenient to you, you can arrange for them to be collected by someone else on the condition that you write a letter giving them permission to collect on your behalf. We will keep a record of this written authority and ask them to sign for you on receipt.

We look forward to seeing you during this week and hope we will have the opportunity to share your further successes as you progress with new opportunities.

We wish you and your family continued good health.

Yours sincerely,

Mrs J Thomson  
Vice Principal  
Halewood Academy