



Kingsthorpe
College

Our ref : CLB/EO

12th December 2018

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Headteacher : Jennie Giovanelli

Dear Parent / Guardian / Pupil

Good Afternoon

Exam certificates for GCSE and A Level exams from the Summer 2018 exam season will be available for collection from the school reception on Friday 14th, Monday 17th and Tuesday 18th December 2018. We will extend our reception opening hours on these dates from 7.45am to 5pm to allow a greater flexibility for collection.

Exam certificates can only be collected by the candidate and identification will be required. However, if you are unable to collect the certificates in person, it will be possible to release your certificates to a named person. In order for us to do this we will require a signed letter of authorisation stating your full legal name, date of birth and the name of the person collecting the certificates. Identification for the person collecting the certificates will need to be shown at reception.

As these are official exam certificates replacements can only be obtained via the Exam Boards at a cost of approximately £40 each. Therefore please ensure that these are kept in a safe place.

If you have any queries please contact the school on 01604 716106.

