**CAMS HILL SCHOOL │ SHEARWATER AVENUE │FAREHAM │ HAMPSHIRE │ PO16 8AH**

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# Ref: 19-20-089

8 November 2019

TO ALL FORMER PUPILS CLASS OF 2019

Dear Ex-Pupil

**Collection of Certificates, Art, Art Textiles, Photography and Product Design – Thursday 5 December 2019**

You are invited to collect your certificates and practical work on **Thursday 5 December 2019 between 16:00 and 18.00.**

Work produced in Art, Art Textiles, Photography and Product Design will be available for collection at this time from the Events Hall. GCSE Certificates will be available for collection from Mrs Ure in the Events Hall and will need to be signed for.

If you have a brother/sister at the school and would like him/her - or your parent/carer - to collect your coursework/certificates on Thursday 5 December 2019on your behalf, please complete the slip attached. Certificates will only be issued to a sibling/parent/carer if you complete the slip below. They will also need to sign for them on collection from Mrs Ure. Parents/carers will need to bring proof of identification.

Collection after **5 December 2019** can only be arranged by prior appointment with the school. To do this you will need to contact Mrs Ure to arrange a time to come in to pick up your certificates and work. Please do not turn up without making an appointment as we need 48 hours' notice to organise the practical work. Wherever possible, could you arrange for a parent/carer or sibling to pick up your certificates and practical work for you on the afternoon of Thursday 5 December rather than coming to school yourself at a later date.

Examination Board instructions are: 'Certificates should be retained by the school for 12 months. Thereafter they may be disposed of by the school.' Certificates are important documents which will be needed as proof of qualifications throughout your life. PLEASE BE ADVISED THAT SOME EXAM BOARDS NO LONGER ISSUE REPLACEMENT CERTIFICATES in such circumstances the awarding body will issue a Certifying Statement of Results. The costs are normally in excess of £50 for each exam board, so it is in your interest to collect them as soon as you can.

We would also ask that you complete the small survey attached below. This is to help improve how we prepare our current pupils for their exams. If we could have your feedback that would be great for us as a school.

<https://forms.office.com/Pages/ResponsePage.aspx?id=GO6N-WY86EqD2tp_bZZyFsSGr6fx_G5Kg42noacGrhRUODFBRlNGRjRaMkxJMzdKTlEwNEdKUDdaUy4u>

We do hope as many of you as possible can make this evening to collect certificates and work. It will be lovely to catch up with you and hear how you are settling at college or what you have gone on to do since leaving Cams Hill School. Refreshments will also be available, and staff will also be around to see you all as well. Please complete the reply slip and return to main reception by **Thursday 28 November** so we know who will be in attendance.

Yours sincerely

Mr Townsend

Head of Year



**REPLY SLIP**

**Year 11 (Class 2019): Collection of Certificates and Work Thursday 5 December 2019 15.30 - 18.00.**

Please return the completed reply slip to main reception by **Thursday 28 November 2019**

Name: …………………………………………….………………………………………………………..………….. Ex Tutor Group: ………………………………

\*I will/will not be attending the collection of certificates evening on Thursday 5 December 2019.

\* I authorise my brother/sister to collect my coursework/certificates on my behalf

 \* I authorise my parent/carer to collect my coursework/certificates on my behalf

**(**\**Please delete as applicable)*

# Name of brother/sister in capital letters: ………………………………………..…………………… Tutor Group: ……………………..…………

Name of Parent/Carer in capital letters: ………………………………………….……………………

**NB: Relatives collecting certificates must remember to bring identification with them.**

Signed: *(ex-pupil)* …………………………………………………………………….………………………… Date: ………………………………...……………