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

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23-24-113

09 November 2023

TO ALL FORMER PUPILS CLASS OF 2023

Dear Class of 2023,

We are pleased to invite you to collect your GCSE certificates on **Tuesday 28 November 2023 between 15:30 and 17.30.**

GCSE Certificates will be available for collection from Mrs Ure (Examinations Officer) in the Reception and will need to be signed for. Coursework produced in Art, Photography and Graphics will also be available for collection at this time.

If you have a sibling at the school and would like them, or your parent/carer, to collect your certificates/coursework on Tuesday 28 November 2023 on your behalf, please complete the slip that accompanies this letter. Certificates can only be issued to a sibling/parent/carer on receipt of this slip. They will also need to sign for them on collection. Parents/carers will need to bring photo proof of identification.

Collection of either work and/or certificates after **28 November 2023** 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. Wherever possible, please arrange for a parent/carer or sibling to pick up your certificates and practical work for you on the afternoon of Tuesday 28 November 2023 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 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.

Yours sincerely

Mr Townsend

Head of Year



**REPLY SLIP**

**Year 11 (Class 2023): Collection of Certificates and Coursework Tuesday 28 November 2023 15.30 - 17.30**

Name: …………………………………………….…Year 11 Tutor Group: ………………………………

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

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

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

# Name of sibling in capital letters: ………………………………………..…………………… Tutor Group: ……………………..…………

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

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

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