



Tuesday 22nd November 2022

Dear former pupil,

## **SUBJECT: Examination Certificates – Summer 2022**

I am writing to inform you that your Examination Certificates are now in school and are ready for collection.

**You are welcome to collect them in person from the school hall between 16:00 and 17:00 on Wednesday 23<sup>rd</sup> November 2022. We also plan to offer a second session later this term. If you are unable to attend on Wednesday and need your certificates urgently, please contact me to make an appointment.**

You may collect any GCSE Art work from the school during the same times.

If you wish to collect GCSE Design and Technology or Engineering work, please contact Mr Kirkbride directly by telephone or email ([kirkbride.m@risedale.org.uk](mailto:kirkbride.m@risedale.org.uk)) to arrange to collect this at the same time or at another time.

I hope you will make every effort to collect your certificates as they provide important confirmation of your achievements and colleges and employers are increasingly requesting to see this evidence before offering you a place or job. Please also bear in mind that the school is under no obligation to keep your certificates for more than a year after issue.

### **Who can collect your certificate?**

We are unable to give your certificates to anyone else without your written permission.

If you would like someone else to collect the certificates on your behalf (e.g. a sibling at the school or a parent or friend), they must bring with them the signed "Permission to Collect Certificates" slip included in this letter or an equivalent signed statement together with some form of identification.

As an alternative, please email the relevant information to me at [tonkin.j@risedale.org.uk](mailto:tonkin.j@risedale.org.uk) before the certificates are to be collected. This email should come either from your Risedale email address or the personal email address you have previously supplied and must include the information in the example slip below. Please note that a sibling should see me at the end of the school day and anyone else should attend between the times above or contact me directly to make an appointment.

Yours sincerely,

**Mrs Julie Tonkin**  
Examinations Officer





## Permission to Collect Certificates

Please complete this slip, printing the name of the person collecting the certificates and their relationship to you, then print and sign your name.

As an alternative, a handwritten note or an email to me (either from your Risedale email address or the personal email address you have previously supplied) containing the same information is quite suitable.

I give permission for: .....

who is: ..... **(please specify the relationship e.g. parent/friend)**

to collect my certificates on my behalf.

Pupil's name.....

Pupil's signature.....

**PS. Please also take this opportunity to return any library books, text books and revision books or other revision materials that were loaned to you.**

