



RISEDALE
A family of learners

RISEDALE SCHOOL

Headteacher: Colin D Scott BEd NPQH
Hipswell, Catterick Garrison, North Yorkshire. DL9 4BD
Tel: 01748 833501 | Email: enquiries@risedale.org.uk
www.risedale.org.uk | [@RisedaleSchool](https://www.facebook.com/RisedaleSchool) [@RisedaleFamily](https://www.instagram.com/RisedaleFamily)

Tuesday 14 December 2021

Dear former pupil,

SUBJECT: Examination Certificates – Summer 2021

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 between 15:30 and 17:00 on Thursday 16th December 2021. If you are unable to attend during these times, 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 work, please contact Mr Kirkbride directly by telephone or email (kirkbride.m@risedale.org.uk) to arrange to collect this separately 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 have a sibling at the school, they may collect the certificates on your behalf providing that they bring with them the signed "Permission to Collect Certificates" slip on the reverse of this letter. If you would like someone else to collect the certificates on your behalf, they must also have the signed form with them (or an equivalent signed statement) and some form of identification. Please note that they should also attend between the times above or contact me directly to make an appointment.

Yours sincerely,

Mrs Julie Tonkin
Examinations Officer

PTO





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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.

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, textbooks and revision books or other revision materials that were loaned to you.

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