



November 2019

Dear Student

RE:COLLECTION OF EXAM CERTIFICATES

Your GCSE/BTEC/A Level certificates are now available for collection from school. Certificates will be available to collect from Reception from 07.30 a.m. on Tuesday 12th November until 3.00 p.m. on Friday 22nd November 2019. After this date you will still be able to collect your certificates but you will need to call/email school in advance to arrange this.

If you are unable to collect your certificates in person, you can give permission for someone to collect them on your behalf using the slip below. Please remind the person collecting your certificates to bring the slip and their photo identification with them or you can email in advance to confirm this (admin@harrogatehighschool.co.uk).

It is very important that you do collect your certificates as you will need them in the future. The school are only obliged to store certificates for one year and to replace them through the exam board it will cost approximately £45 per certificate.

Yours sincerely

Mr I Wilson

Mr I Wilson
 Exams & Cover Manager

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I authorise (*insert name*)..... to collect my certificates on my behalf

Student Name:

Signed:

