

23rd January 2025

Dear Former Pupil,

GCSE Certificate Collection Event (REF:0069-24CPO)

Congratulations on your exam results. I am pleased to inform you that official examination certificates will be ready for collection from Longfield Academy on Monday 3rd February, between 4:00pm and 5:00pm.

If you are unable to collect your certificates in person, you may nominate a friend or family member to do so on your behalf. The nominated person must present a letter, **signed by you**, confirming that they are able to collect certificates on your behalf. **In addition, they must bring along valid photographic ID** upon collection. Certificates will not be released without this.

Please note, we're unable to send certificates to you by post.

If you are unable to attend and cannot arrange for someone to collect your certificates, they will be securely stored for one year. After this period, they will be securely destroyed. Should you require a replacement certificate after this time, you will need to arrange this with the examination board at an approximate cost of £25 per certificate.

If you have any queries, please do not hesitate to contact me via main reception on 01325 380815 or by email at cpotts@longfield.nalp.org.uk

Yours faithfully,



Mrs C Potts
Exams Officer