

18 November 2016

Dear Excel Academy Student,

Re: GCSE and BTEC certificates 2015-2016

Congratulations on your recent achievements during the 2015-2016 series of examinations.

Your GCSE and BTEC certificates are available for you to collect from The Excel Academy from Monday 05 December to Thursday 15 December 2016 between 3.15pm and 5pm. Please note that on Fridays, the Academy closes at 4.30pm.

If you are unable to collect your certificates please ensure you give **written permission** to a family member or friend to collect them on your behalf. Without this written permission they will not be allowed to collect your certificates.

Unfortunately, we are unable to post your certificates so it is important that you collect them during the above dates. After the collection period, certificates can still be collected from the Academy. However, you will need to contact the Academy to arrange a convenient collection date and time as the certificates will have been placed into archive storage.

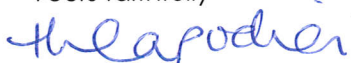
These certificates are very important to you, both now and in the future, you must therefore take every precaution possible to ensure that they are not lost or damaged in any way. I always personally recommend that you keep a set of photocopies to use wherever possible. Sometimes you are requested to provide a college, university or prospective employer with your original certificates, always take a set of photocopies with you for them to keep, so that you **never** leave your original certificates.

Please also remember that you could well have received certificates from the Academy at the end of Year 10. You will need to ensure that you collate all your different awards together and keep them in a secure place.

Examination awarding bodies no longer replace lost certificates, should you lose these certificates you will only be able to apply for a Certifying Statement of Results from the original examination board.

May I take this opportunity on behalf of the Academy to wish you every success for your future.

Yours faithfully



Mrs Helen Capodici
Examinations Secretary