

BISHOP



RAMSEY

Church of England School
Executive Head and CEO: Dr Hilary Macaulay

15th December 2022

Dear Former Bishop Ramsey Student

Summer 2022 Examinations – Certificate Collection

Your examination certificates will be available for collection from the Hub on Tuesday 3rd January 2023 between 4.00 – 6.00pm. Please can only the candidate or the candidate's representative come onto the school grounds.

Certificates can be collected by:

- Yourself
- Your parent/carer
- Siblings in the school

NO OTHER PERSON WILL BE PERMITTED TO COLLECT YOUR CERTIFICATES

Should your parent/carer or sibling collect your certificates, they will be asked to sign to say that the information on the certificates is complete and correct. Please ensure they are aware of the subjects and corresponding grades that should appear on each certificate.

Alternatively, certificates can be posted to you providing you send us an A4 sized envelope, pre stamped and self-addressed. We recommend that you use some form of registered post as the certificates cannot be replaced, and that you include a sheet of thin card to protect your certificates from becoming creased in the post. Please send this for the attention of the Examinations Officer.

Please ensure your certificates are collected; any unclaimed certificates may be destroyed after a holding period of 12 months from the date of issue. Copies will only be available from the Awarding Board who will charge a substantial fee for issuing a letter of qualification to replace a lost certificate.

Should you have any queries please contact the Examinations Office on 01895 671041, exams@bishopramsey.school

Yours sincerely

Mrs R Jerham
Data & Exams Manager

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