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Headteacher: Janet Sheriff

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Collecting Examination Certificates

Dear Parent & Student,

Congratulations on the results you have achieved. This letter explains what you need to do to collect your certificates.

Today you have received a **"Provisional Statement of Results"**, it is provisional in that your grade may change if you appeal the marking, or the examination board becomes aware of any irregularity in the examination process.

Exam Certificates are issued to the school in late November. The certificates are then checked by hand for accuracy, i.e. where a grade needs to be changed following a remark, a name change hasn't been applied etc.

Exam Certificates may be collected in school from 4th January 2016. We will ask to see identification, for example student or work ID, passport or driving licence. Students continuing to study at Prince Henry's may use their Student ID badge.

You may prefer, at your own risk, to have your Exam Certificates posted to your home address by signed-for, (recorded), or special delivery in January 2016 along with Email confirmation of dispatch. A fee of £4.50 (signed for) or £8 (special delivery) is charged to cover costs of this service. Please fill in and return the form at the bottom of this page.

Yours sincerely

K.Stott, Executive Officer: Exams, Assessment & Curriculum

Please return this form and fee to: *Examinations Office, Prince Henry's Grammar School, Farnley Lane, Otley, LS21 2BB*

Please post my examination certificates to my home address. I enclose the fee of £4.50 / £8.

Signed For **£4.50**

Special Delivery **£8**

Full Name: _____

Date of Birth: _____

Email Address: _____

We will send an email informing you of dispatch

Signed: _____

Please make cheques payable to: PHGS. For your security we will only post certificates to the home address that the school holds on file.

Please be aware the school would prefer for certificates to be collected in person and that no liability shall be placed on the school for certificates lost in the post.

The maximum compensation, via Royal Mail, for items sent is £50 for "Signed For" items and £500 for Special Delivery. The replacement cost of certificates can be up-to £108.