



August 2024

Collecting Examination Certificates

Dear 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, ie where a grade needs to be changed following a review of marking, a name change hasn't been applied etc.

Exam certificates may be collected in school from 6th January 2025. 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. Certificates can also be collected by someone else on your behalf with signed authorisation from yourself which can be sent to school in advance or brought in by the person collecting, along with their own photo ID.

Please Note: If you are invited to attend the school's **Celebration Evening** in December 2024, your certificates will be presented to you at this event.

You may prefer, at your own risk, to have your exam certificates posted to your home address in January 2025 by signed-for (recorded) or special delivery, 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, enclosing relevant payment or confirming you have paid via the online payment system.

Yours sincerely
M Stone, Executive Officer: Assessment, Curriculum & Exams



Form must be completed by the student - please return this form and fee if applicable to:
Exams Office, Prince Henry's Grammar School, Farnley Lane, Otley, West Yorkshire. LS21 2BB

Please post my examination certificates to my home address.

Signed For Delivery		Special Delivery	
<input type="checkbox"/> I enclose £4.50	<input type="checkbox"/> I have paid £4.50 online	<input type="checkbox"/> I enclose £8.00	<input type="checkbox"/> I have paid £8.00 online

Please tick appropriate box

Full Name: _____ **Date of Birth:** _____

Email Address: _____ we will send an email confirming dispatch

Signed: _____ *(student's signature)*

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 certificates to be collected in person and 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 £750 for Special Delivery. The replacement cost of certificates can be over £170.

Headteacher: Sally Bishop

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