

Orchard Mead Academy

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November 2024

Principal: Ms S Johal

Dear students

Your 2024 exam certificates are now ready for collection. Certificates can be collected from the Dining room, accessed via student reception on Thursday the 28th of November 2024, from 3.15pm – 4pm. Please do not come to collect your certificates if you are unwell. If you do not manage to collect your certificate on the 28th of November, you will be available to collect them from the main office, Monday to Thursday 9 – 3.30pm and on a Friday 9 – 2.30pm.

Your certificates are important legal documents that you will need throughout the course of your career. Employers, colleges and universities often insist on seeing original qualification certificates. Please make every effort to collect your certificates and keep them safe. We cannot keep certificates in school for extended periods of time. Replacement certificates will cost you over £50.00 from each exam board.

If you cannot attend in person, you can ask a friend or relative to collect on your behalf. They must bring a signed copy of the form below with them, signed by you. If you cannot arrange collection on this date, please email the exams office to arrange an alternative date: exams@orchard-tmet.uk

We wish you every success in your future studies and careers.

Mrs S Lane

Examinations manager

Exam Certificate Release Form 2024

I _____ (full name of student)

authorise _____ (full name of relative)

to collect my examination certificate(s) on my behalf.

Signature _____

Date _____