



Our ref: APA/exams/certs24

January 2025

Dear Students,

Re: Exam Certificates - Summer 2024

We are pleased to let you know that your exam certificates from Summer 2024 are ready to collect from West Reception if you haven't already done so.

Exam certificates are available to collect from West Reception between 8:45am - 3:30pm.

We recommend you collect these as soon as possible.

Please note: If you require someone else to collect the certificates on your behalf, you will need to provide a signed letter or send an email to school (exam.office@oldburywells.com), giving permission for the named person to collect them. The person collecting will need to bring photo ID with them and sign for your certificate(s) on your behalf.

Please check your certificates before you leave the school site. If you are missing any certificates, or there are any errors, please raise this whilst you are at school so that we can investigate this further.

We are legally obliged to retain your certificates for 1 year and cannot guarantee that they will be available beyond this point. You will need to contact the Exam Boards directly to pay for replacements if we no longer hold your certificates.

Any additional queries, please do not hesitate to contact the school.

Yours faithfully

Amy Pattison
Exams Officer

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