



George Mitchell School

Saeed Hussain, Executive Headteacher

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Attendance hotline Secondary: 020 8988 9682

Attendance hotline Primary: 020 8988 9687

Website address: www.georgemitchellschool.co.uk

1st December 2021

Examination Certificates Collection

Dear student,

Your exam certificates are now ready for collection.

Certificates are very important documents often used by universities and employers to verify your results so **you must keep them in a good condition and keep them safe**. Lost certificates cost approximately £60 each to replace and the school will not pay for replacements. You are advised to collect your certificates and take them straight home.

If you require someone else to collect your certificates on your behalf you must do the following:

- 1) Send an email to the following email address: exams@georgemitchellschool.co.uk
- 2) Provide the following personal information: your full name, date of birth, your address and your candidate number.
- 3) Provide the name of the person collecting on your behalf, their relationship to you and a photo ID. Eg driving licence or passport.
- 4) The nominated person must bring the same ID to show when they collect your certificates.

Please come to the main school reception on Farmer Road. When you arrive you should:

- Check the certificates subjects and grades are correct.
- Check that all your subjects are there.

You will be required to sign that you have accepted the certificates and once you have signed they are your responsibility. If you have any queries do not sign and ask to see the exams officer.

When collecting your certificates we'll also ask you to check that we have accurate information regarding your destination since leaving George Mitchell School.

We look forward to seeing you in the coming weeks.

Yours sincerely,

Saeed Hussain
Executive Headteacher

