

CERTIFICATE COLLECTION – Summer 2019 Exams

CURRENT PUPILS

Remember that you will need to sign for your certificates so do not send somebody else in your place unless they have a signed letter of authorisation from you.

Yr12:

You may collect your GCSE certificates from the Exams Office on Monday 11th and Tuesday 12th November, break or lunch time.

Yr13:

You may collect your GCE certificates from the Exams Office on Thursday 14th and Friday 15th November, break or lunch time.

LEAVERS JULY 2019

If you left Sutton Grammar School in July 2019 your certificates will be ready for collection from the **main school office** any time from 11th November 2019.

Certificates need to be signed for on collection. If you send a representative to collect them for you that person must be in possession of a signed letter of authorisation from you.

It is possible for the school office to post your certificates to you, using 1st class Recorded Delivery post, but we do have to charge a fee of £5 for this. If you would like us to post your certificates to you, please send a cheque for £5 made payable to Sutton Grammar School, marking your envelope for the attention of the Exams Office.

If you lose, or do not bother to collect your hard earned certificates I must remind you that there would be a fee you would have to pay to each exam board should you later find you need replacements. The most recent fee for this has been in the region of £40/£45 per certificate, per board.