



SUTTON GRAMMAR SCHOOL

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Headmaster: B.A. Cloves, BSc (Hons), MEd

November 2023

Summer 2023 Exam Certificates

Certificate(s) from the Summer 2023 exams and some previous seasons are ready for collection.

GCSE Certificates (current year 12) will be handed out to students during form time. External students can collect their certificates from the school main office from now to Thursday 21 December between the hours of 8:30am and 3:45pm. **A Level Certificates** can be collected from the school main office from now until 30th January between the hours of 9am and 3pm. The school is closed for Christmas break from Friday 22 December until Monday 8th January 2024.

As these are legal documents we require a signature on their receipt. If you cannot collect them yourself, please arrange for someone else to do so on your behalf; they should bring written authorisation from you (see slip below) and identification.

If you would like your certificates posted there is a charge of £10.00 as they have to be sent via Recorded Delivery. Please note, someone has to be at home to sign for the delivery. Payment must be made direct to our bank account (student name MUST be quoted as a reference) using the following details:

Bank: Barclays Bank

Sort Code: 20-85-08

Account Name: Sutton Grammar School Trust

Account Number: 23855287

Please e-mail exams@suttongrammar.school when payment has been made with confirmation of the address so that postage can be arranged.

Any certificates not collected will be archived and you will need to make an appointment to arrange for their collection. **Certificates which are not collected within 12 months of this date will be destroyed.**

Your certificates should be stored in a secure place as you may need to produce them for future job or further education applications. If duplicates are required in the future, the examination boards will only issue you with a 'statement of result', and not a replacement certificate. They will also charge you for this process.

Regards

Mrs Reena Moses-Ramus

Exams Office

I _____ (print student name)

authorise _____ (print name of person collecting)

to collect my certificates _____ (student signature)