



# SUTTON GRAMMAR SCHOOL

Manor Lane, Sutton, Surrey, SM1 4AS

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[office@suttongrammar.sutton.sch.uk](mailto:office@suttongrammar.sutton.sch.uk)

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

## Exam Certificates

Certificate(s) from the Summer 2024 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 Friday 20 December 2024, between the hours of 9am and 3pm. **A Level Certificates** can be collected from the school main office from now until 18 July 2025, between the hours of 9am and 3pm. You will not be able to collect your certificates during the school holidays. Please check the school website for details.

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 £15.00 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 directly to our bank account (student name **MUST** be quoted as a reference) using the following details:

Bank: Lloyds Bank

Sort Code: 30-65-41

Account Name: Sutton Grammar School

Account Number: 49150768

Please e-mail [exams@suttongrammar.school](mailto: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 results', and not a replacement certificate. They will also charge you for this process.

Regards

Mrs Reena Moses-Ramus

Exams Office

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I \_\_\_\_\_ (print student name)

authorise \_\_\_\_\_ (print name of person collecting)

to collect my certificates \_\_\_\_\_ (student signature)