

5 January 2023

Dear Parent or Carer,

RE: Examination Certificates

I am pleased to be able to inform you that we are now in a position to invite students to collect summer 2022 exam certificates.

We offering the opportunity for the students to come in on Monday 9 January from 3.30 pm to 4.40 pm in the ACE building, where there will be refreshments available and where this exceptional cohort can have the opportunity to catch up with one another and staff. If students are unable to make this event, the certificates can be collected in person by the student from ACE reception between the hours of 8.30 am and 4.30 pm during term time. They will need proof of ID when they come to collect these and will need to sign to confirm that they have been picked up.

Due to GDPR, if the student is unable to collect in person, then these are the options available to make alterantive arrangements:

- **Arrange for someone to collect the certificates on their behalf:** we will need written consent from the student that this nominated person has permission to collect the certificates. Please complete Appendix 1. The nominated person will need to bring this with them along with their own proof of ID.
- **Arrange to have the certificates posted home:** the student should please complete and return Appendix 2 to the Exams Office (exams@driffieldschool.org.uk). A payment of £3.00 must also be made to cover postage costs. Please email the Finance Office (finance@driffieldschool.org.uk) to arrange for payment to be made by BACs. Certificates will not be posted until a payment has been received.

We are bound by JCQ rules to destroy any uncollected certificates and would ask that they are collected by **1 April 2024**. Certificates are important documents and future replacements are available ONLY from the awarding bodies (of which we use multiple) at an approximate cost to the candidate of £40 per certificate.

We receive many enquiries from past students who have failed to collect their certificates and later urgently require them. This may be for prospective employers, educational establishments, or for the completion of official documents (for example a UCAS application).

If you have any queries, please do not hesitate to contact me.

Yours faithfully,



Mr D Andrews
Head of Sixth Form
darren.andrews@driffieldschool.org.uk



Mrs L Stylianou
Exams Officer
exams@driffieldschool.org.uk

Appendix 1



I am unable to collect my certificates in person. I therefore give permission for another individual to collect them on my behalf.

He/she will bring proof of identity to enable my certificates to be released.

Student name:

Candidate number:

Name of person picking up on student's behalf:

Student signature:

Date:

The person nominated to collect the certificates must bring this completed form to the ACE Reception with proof of their identity

Appendix 2



I am unable to collect my exam certificates in person. I would like the certificates to be posted to the address below, and I will arrange for a payment of £3.00 to be made to Driffield School and Sixth Form:

Postal address for certificates:

Student name:

Candidate number:

Student signature:

Date:

**Please return to Driffield School and Sixth Form Exams Office
(exams@driffieldschool.org.uk) and email the Finance Office
(finance@driffieldschool.org.uk) to arrange for payment to be made by BACs.
Certificates will not be posted until a payment has been received.**