

5 November 2018

Dear 2018 Y11 Leavers,

GCSE Certificate Collection Afternoon

On behalf of the governors and staff at Ecclesfield School, we would like to invite you to collect your GCSE certificates on Thursday 29th November. Certificates will be available for collection in Lady Mabel Hall from 3.30pm until 6pm.

If you are unable to collect your certificates in person, a representative may collect your certificates **providing they have a letter, signed by you, authorising them to collect the certificates on your behalf.**

After the 29th of November certificates will be available for collection by appointment on school days, between 8am - 4pm. Please email Miss Gillott in our Qualifications and Assessments team at lgillott@eccoschool.com with your preferred collection date, who will ensure they will be ready for your arrival. Alternatively, certificates can be posted by recorded delivery; a charge of £5 will be incurred to cover postage and administration costs (cheques should be made payable to 'Ecclesfield School'). Please send any monies along with details of the address they are to be delivered, to school for the attention of the Q and A team.

If you have any queries regarding collections, please email Miss Gillott at lgillott@eccoschool.com.

We do hope that you can attend the afternoon and look forward to seeing you again.

Yours sincerely

S Hollingworth

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