



January 2019

Dear Student

With reference to my letter in August enclosed with your exam results, the date for your GCSE certificates presentation evening has been set for Thursday 17<sup>th</sup> January 2019. The evening, to take place in the Library from 6:30pm, is in recognition of your hard work and achievements. It is the perfect environment in which to receive your valuable, hard-earned certificates, which you will need to present as part of any future higher education and employment applications. I shall be delighted on the night to introduce as our guest speaker Dr Stephanie Hare (<https://www.harebrain.co/>).

If you are able to join us on Thursday 17<sup>th</sup> January 2019, kindly confirm your attendance by emailing your RSVP before Tuesday 15<sup>th</sup> January 2019, with the number of seats required, to [exams@piggottschool.org](mailto:exams@piggottschool.org), with 'GCSE Cert Eve RSVP' and the student's name in the subject title. Regrettably, due to space restrictions, places are limited to two per family.

If you are unable to come to the presentation evening, your certificates will be available for collection from Reception on a drop in basis (please bring ID to prove your identity) until Friday 15<sup>th</sup> February 2019 (just before Spring half term). After half term, certificates will be stored securely until Friday 12<sup>th</sup> July 2019 – please contact Reception in advance to arrange collection. After that date, all remaining certificates from the Summer 2018 exams series will be shredded; you would have to approach each exam board directly for replacement certificates, at a significant monetary cost. You will be required to sign for your certificates when you collect them from school. If you are unable to collect your certificates personally, you can arrange for a named person to collect them on your behalf: that person will need to give us a letter, hand-signed by you, authorising them by name to collect your certificates on your behalf. That person will also need to bring proof of their identity with them.

I look forward to welcoming you to the celebration event.

Yours sincerely

Mr T Griffith  
Deputy Headteacher



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