



Collection of GCSE/BTEC/Vocational Certificates

Dear Student

Your GCSE and BTEC/Vocational certificates have arrived at school from each Exam Board and are available for collection during January 2022.

Your exam certificates will be available to collect from the main office reception at Rhyddings School, Haworth Street, Oswaldtwistle at the following times:

January 17th 2022 to February 11th 2022 8:30am to 3:30am

A third party may collect the certificates on your behalf but you will need to supply a letter of consent that names the third party, their relationship to you and also your signature. They will be required to bring their own Photographic ID.

If you would like your certificate posting out to you by Recorded Delivery, please send a letter of authorisation containing your address and signature, and postage stamps to the value of £2.70, to the following address:

Mrs C Hammond
Rhyddings School
Haworth Street
Oswaldtwistle
Accrington
BB5 3EA

It is important that you collect your certificates as they are required as proof of any examinations and grades you have obtained by any employer who may be considering you for employment at any point in your future. The school can only hold your certificates for the 12 months after you leave school. Once this time has passed the school has to destroy any and all certificates that have not been collected.

Yours sincerely

Mrs H Whelan

Assistant Headteacher