



The Kassia Academy

Part of **KINGS ACADEMY TRUST**

November 2024

I am writing to inform you that your certificates from your Summer 2024 examinations are ready for collection from the school Monday to Thursday 8am and 4pm and Friday 8am – 2.30pm.

If you are unable to collect them in person, a friend or family member may collect them but only if bearing a letter of request signed by yourself and show a form of photographic ID.

It is important that all your GCSE certificates are kept safe. It would be a good idea to photocopy them just in case and keep these copies in a different secure location. You will need to present originals as evidence to colleges and employers.

Certificates uncollected after one year of issue are destroyed. They can only be replaced by direct application to the individual examination boards by yourself and will require proof of identity such as an original birth certificate and a substantial fee per certificate.

If you have any queries regarding this, please contact myself on the number stated above.

Yours sincerely

Beverly Lowe
Examinations Officer