



Eastbrook Comprehensive School

Together We Learn

November 2021

Dear Student

Re: Certificate Collection

I wish to inform you that your certificates are now ready for your collection. Please collect your certificates on **Tuesday 7th December 2021** between **9.30 am and 12.00** or **Thursday 9th December 2021** between **3.30 pm and 5.30 pm** from the School Office.

These certificates are mainly from the 2021 summer exams but there are some that may have been from previous exams. The certificates will need to be checked and a record signed upon collection. If you would like someone to collect your certificates on your behalf, please complete the reply slip enclosed. They must provide a form of photographic ID on collection.

If you would like the certificates posted, please complete the enclosed slip and return to Eastbrook School confirming your current address. Please note, Eastbrook will post this by standard post. If certificates do not reach you, we are not responsible for this and we will not pay for replacement certificates.

Please keep your certificates safe as colleges, universities and employers will ask for these as proof of qualifications. Replacement certificates or Final Statement certificates will cost in the region of £44 per certificate which can only be made by request to the Exam Boards and not through the school.

Eastbrook School is required to keep your certificates on file for one year only, after that any uncollected certificates will be destroyed.

If there are any queries, please do not hesitate to contact our Exams Officer, manoranjnr@eastbrookschoo.org.

Yours Sincerely

Mr A.Khan
Deputy Headteacher



Eastbrook Comprehensive School

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Certificates to be posted

Student Name			
Date of Birth		Candidate Number	
<input type="checkbox"/> [Please tick] I would like all my certificates to be sent by 1 st class post to the following address: [Please print in BLOCK CAPITALS] Post Code Contact Number: I understand that Eastbrook is not responsible for the loss of certificates sent by post			
StudentSignature			Date
Reply slip to be returned to the Exams Office, Eastbrook School			

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If you want someone to collect your certificates on your behalf please complete the slip below and provide photo ID on collection

Collection on behalf of

Student Name			
Date of Birth		Candidate Number	
<input type="checkbox"/> [Please tick] I would like all my certificates to be collected on my behalf by: [Please print persons name in BLOCK CAPITALS] Contact Number:			
Student Signature			Date