

14th December 2020



**Southfields
Academy**

Dear Examination Candidate of Southfields Academy Summer 2020

Collection of your formal qualification certificates

Your GCSE, GCE and/or BTEC certificates have now been received and processed for collection.

You can collect your certificates in person from reception on 15th and 16th December and then again on 4th – 8th January between 08:30 – 15:30. These dates may change if there are any amendments to Government rules in relation to Covid-19 restrictions.

Please check the school website for any updates:

<https://www.southfieldsacademy.com/>

Certificates can be collected by a nominated person on your behalf, provided they have written permission from you and bring photographic ID. In either case, we will ask that the certificates are checked and signed for. When you come to collect your certificates, I regret to inform you that you are not permitted to visit within the school.

Certificates that are not collected will be stored securely for a period of twelve months. After this time they may be destroyed. You should note that replacement certificates are not available from Southfields Academy. Upon application to the relevant Awarding Bodies, they will provide a certified statement of results with an approximate cost of £45.00 each. You will therefore appreciate the importance of collection and safe keeping of your certificates.

Should you discover an error on your certificates you must notify us immediately.

Congratulations on your achievements and best wishes for the future.

Yours sincerely

N. Buckingham

Ms N Buckingham

Examinations Officer

**Principal:
Ms Jacqueline Valin**

**Headteacher:
Ms Wanda Golinska**

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