

Wednesday 17<sup>th</sup> November 2021

H A M M E R S M I T H



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## EXAM CERTIFICATE COLLECTION

Dear Student,

I am pleased to inform you that your exam certificates will be ready for collection from Hammersmith Academy's reception on the following dates:

**Saturday 26<sup>th</sup> November 2022, 9am – 12.30pm**

**Saturday 3<sup>rd</sup> December 2022, 9am – 12.30pm**

Please note certificates are **ONLY** available for collection at the above dates and times. No certificates will be distributed at any other time unless an arrangement has been made beforehand.

**You are expected to collect your certificates in person.** If you are unable to come in person, you must give a friend or relative a signed letter to say they are authorised to collect certificates on your behalf. **Certificates will not be released without your signed consent.** Alternatively, you can send your consent electronically to the email address: [datateam@hammersmithacademy.org](mailto:datateam@hammersmithacademy.org).

The certificates are important documents and once they have been issued they are your responsibility. You should keep them safe as you will need them in the future.

Unclaimed certificates will be kept securely for a period of 12 months from the date of issue and then must be destroyed as part of exam board regulations. Please be aware a cost (minimum £40 per certificate) from the exam boards will apply to any lost or centre destroyed certificates, should you require them. This is something you would need to arrange yourself.

Please do not hesitate to contact me on 020 8222 6226 or via email [datateam@hammersmithacademy.org](mailto:datateam@hammersmithacademy.org) if you are unable to collect your certificates on the dates above and wish to make alternative arrangements.

Yours sincerely

A handwritten signature in black ink, appearing to read "Lucie", written over a white background.

Lucie Hrabankova  
**Data & Exams Manager**