

21st November 2018

Dear Class of 2018

We are pleased to invite you and your parents/carers to an event on **Wednesday 28th November between 5.30pm and 6.30pm** to collect your certificates for the exams that you sat in the summer.

This will be an informal drop-in event which will enable you to collect your certificates and catch up with fellow ex-students and Mark Hall Academy staff.

There will be refreshments available and a chance to talk about what you are doing now with others.

It is important that you collect your certificates as you will need to provide proof of your qualifications at various points in the future.

If you are unable to collect your certificates in person then you may either:

- Complete the enclosed form to give another person permission to collect the certificates on your behalf.
- Attend Mark Hall Academy at another point during the next 12 months to collect them in person.

After 12 months, Mark Hall Academy, will dispose of your certificates and you will need to pay £50 per awarding body to get a certifying statement of results to confirm your results.

There will be no other opportunity to receive your certificates.

We really hope that you will take this opportunity to attend Mark Hall Academy and look forward to seeing you.

If you could please confirm your attendance by emailing me at exams@mha.attrust.org.uk then I would be very grateful.

Yours Sincerely



Mrs McCarthy
Exams Officer

Principal: Mr Jonathan Fuller, BA (Hons) PGCE NPQH

Mark Hall Academy, First Avenue, Harlow, Essex, CM17 9LR

T: 01279 866 280 F: 01279 866 286 E: office@mha.attrust.org.uk W: www.mha.attrust.org.uk

Exam Certification Collection 2018



Candidate's Name:

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Please allow

.....
(named responsible person) to collect my examination certificates
on my behalf. He/she understands that **a recognised form of
identification will be required** (e.g. driving license, passport etc.)

Signed.....

Date