



RUTLISH SCHOOL

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Headteacher: Ms L. Howarth

12th July 2021

Dear Former Year 13 Student

COLLECTION OF GCE & BTEC CERTIFICATES

The School has received the official GCE and BTEC certificates and they will be available for collection from the 16th July. Please only come at the dates and times specified below.

Friday 16th July and Monday 19th July from 4.10pm

Tutor Group	Collection time
13 A, B & C	4.10pm
13 D & E	4.20pm

Access to the school site will only be available from the **Watery Lane entrance**.

If you cannot attend one of the sessions above, please contact the Exams Office on exams@rutlish.merton.sch.uk.

Please note that certificates cannot be posted. **You will need to bring photographic ID with you when you collect your certificate.**

If you would like someone to collect on your behalf, they must bring a signed letter of consent from you and the collector's photographic ID.

We strongly recommend that you collect your certificates on these days as the school is closed from the 21st July. Please note that any name changes to certificates are payable by the student.

These are official documents and confirmation of your qualifications. The exam boards require us to keep certificates for 12 months, after which time they can be destroyed. The exam boards will not provide a full replacement certificate but can issue a certified statement of results and they will charge for this service.

You must comply with all Covid19 regulations that apply at the time.

Yours sincerely

Miss April Bancroft
Examinations Manager

