



12th June 2024

Dear Parents/Carers,

**Re: 2023 Examination Certificates**

Your son/daughter's 2023 Examination Certificates will be available for collection from Wednesday 12<sup>th</sup> June 2024.

Certificates can be collected from the School Reception between 8.30am and 3.30pm Monday to Friday.

If a parent/carer is collecting the certificates, the student **must** give them a letter of permission. This is because examination certificates are legal documents and we are **unable** to release them to a third party without being given a signed letter of permission from the student named on the certificates. The name of the person collecting the certificates must be confirmed in the signed letter and photographic identification such as a passport or driving licence will need to be shown by the specified named person at the time of collection.

**Certificates must be collected by Friday 19<sup>th</sup> July 2024.**

Congratulations from us all at The Holmesdale School. We would like to wish your son/daughter every success for the future.

Yours sincerely

Mrs M Neaves  
Senior Examinations and Data Manager

