

To: Year 13 Leavers 2022

Our ref: 87375385

1 December 2022

Dear Student

Re: Year 13 Certificate Evening

I hope that this letter finds you well and that you are enjoying life after South Hunsley Sixth Form. I am writing to invite you to an informal Certificate Evening at South Hunsley School on Thursday 15 December 2022. The event will take place in the Sixth Form Common Room/Café from 4.30pm – 6.30pm. Nibbles and drinks will be provided and the evening will give you the opportunity to catch up with friends and some of your teachers. Your A Level certificates will also be available for you to collect on the evening, but will not be formally presented.

If you would like to attend then please let me know by email: paul.jacobs@southhunsley.org.uk so that I can buy enough mince pies! Please also mention this letter to your friends in case they have not yet read it.

If you need to collect your A Level certificates after this event, they will be available from Reception during school opening hours.

When collecting any certificates please note the following requirements:

- You **MUST** bring photo ID when you come to collect your certificates. This can be a driving licence, passport, Sixth Form identity card or similar.
- If you are unable to collect your certificates in person, you can nominate someone else to collect them on your behalf. If you are nominating someone to collect your certificates, you must inform the Exams Office **prior** to collection day. Please email the name of the nominated person to exams@southhunsley.org.uk
- The named person must bring photo ID on collection day to prove their identity.

The school is not allowed, **under any circumstances**, to release exam certificates to anyone other than the named student without prior communication and confirmation with the Exams Office

I look forward to seeing you on Thursday 15 December.

Yours faithfully



Paul Jacobs
Director of Sixth Form – Student Support