



# ABBEEY PARK SCHOOL

## Collecting your Certificates

Please read this notice carefully, it contains vital information about your examination certificates

- Certificates are issued at Presentation evening in November. Any certificates not collected on the evening will be available for collection from the school reception in person after this date. When collecting your certificates you will need to present identification and ensure you sign the Collection Register.
- If you are unable to make the collection in person, you may nominate a trusted person to collect them on your behalf. They will need to bring signed written permission from you in order to do so.
- You must look after your certificates as they are very expensive to replace and obtaining a Statement of Results from examination boards is a very time consuming process. Not all awarding bodies offer a replacement service. You are personally responsible for replacement costs. You will be required to present original certificates at universities and at interviews.
- Abbey Park School is only required to retain certificates for a period of twelve months; it is your responsibility to collect them. We keep them for five years, your certificates will be held at Abbey Park School until 1<sup>st</sup> September 2022. After this date you will need to purchase replacements from the examination boards. They can cost up to £50 each to replace.
- When the certificates have been issued, Abbey Park School cannot be held responsible for any loss or damage to your certificates.

Any queries regarding your certificates should be emailed to the Examinations Officer

Mrs Boddy  
boddyh@abbeyparkschool.org.uk



Executive Principal: Mr C. Zimmerman  
Operational Principal: Mr J. Young



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