



December 2024

Dear Student

I am pleased to inform you that the certificates awarded to you, following the examinations taken during summer 2024, are now ready for collection. You may collect your certificates from Reception on **Wednesday 11th December between 4.00pm and 6:30pm.**

It is important to check your certificates carefully to ensure their accuracy when collected. All certificates must be signed for; signing for your certificates also verifies that they are correct. If you are unable to collect your own certificates and you have nominated a friend or family member to collect on your behalf, please provide us with a **SIGNED LETTER OF AUTHORISATION** to confirm this and ensure your nominated person brings it with them, along with a form of their official identification, certificates will not be released without written confirmation.

As per Joint Council for Qualifications regulations, Bedlington Academy is obliged to retain all unclaimed certificates for a minimum of 12 months from the date of issue, after which all unclaimed certificates are either returned to the awarding body or destroyed in a secure manner, a record of which is retained for four years from the date of destruction. Please keep your certificates in a safe place, not all awarding bodies offer a replacement service and any applications for replacement copies must be made directly to the Awarding body where a fee will be charged.

Please note that these are official documents that you will need in the future to support further/higher education applications or employment opportunities

If you have any queries regarding the above, please contact me at your earliest convenience.

Yours sincerely

Mrs A E Baron
Data and Examinations Manager

