

Our Ref: ADMIN/EVENTS/CERTEVE23/FEN

Date: 2nd November 2023



EST **RUSKIN** 1909
Community High School
Learning Together. Achieving High Standards

Dear Student

COLLECTION OF EXAM CERTIFICATES 2023

You are being invited into school to collect your certificates on **Thursday 16th November between 3.00pm – 6.00pm**. Please report to reception on arrival where you will be required to sign for your certificates.

If you wish to send a representative to collect the certificates on your behalf, they will need to bring a letter of consent from yourself, along with some identification. If you are not able to attend on this day, certificates will be available from the school office from Friday 17th November between 9.00am-4.00pm.

It is important that certificates are collected as they will be needed to show at any future job interviews.

Please note, certificates are held by the school for a maximum of **12 months only**. It is a requirement of the exam boards, not the school, that they are shredded after that time.

I would like to congratulate you on your exam results and wish you all the very best for your future.

Yours sincerely

Miss E Szymura
Deputy Headteacher

Ruskin Community High School

Ruskin Road, Crewe, Cheshire, CW2 7JT

Headteacher: Mr D Postlethwaite BSC (Hons). MA. NPQH.

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