



6 January 2022

Dear Parents and Carers

Re: Summer 2021 Examination Certificates

I am writing to advise you that your son or daughter's examination certificates are ready for collection.

Students that have continued their education into year 12 at St Martin's can come down to the exams office to collect.

Students that have left St Martin's can collect their certificates from reception between 9.00am and 3.00pm; they should call 01277 238321 in advance to advise when they intend to collect and remember to bring photo ID which must be shown upon collection. Please avoid collection between 1.30pm and 2.10pm where possible. If students would like someone to collect certificates on their behalf, they must please send written authorisation to exams@st-martins.essex.sch.uk naming the person that will be collecting. Authorisation must come from the student in question and not from a parent email account.

The sixth form office will not be able to assist with collection of certificates.

Students may also request that certificates are sent in the post. If this option is required please send in the special delivery fee of £6.50 to the account number below and then an email confirmation:

Sort Code: 30-67-33

Account No: 22455660

Reference: SURNAME EX

Please note that St Martin's School cannot be held responsible for any loss or damage caused by Royal Mail and any complaints of this nature must be taken up with Royal Mail directly. In the case of loss, you will need to request duplicate certificates from the examination boards incurring a fee of approximately £50 per certificate.

If you need any further information, please do not hesitate to contact me.

Yours sincerely

Ms Carly Adams

Senior Examinations Officer

Be The Best You Can Be