



16 November 2021

Dear Student

**Re: Summer 2021 Examination Certificates**

I am writing to advise you that your examination certificates are ready for collection.

We ask that certificates are collected by you, the student, from reception between 9.00am and 3.00pm. Please avoid the school lunch break where possible. Please call 01277 238321 in advance to advise us when you intend to collect and remember to bring photo ID which must be shown upon collection.

If you have left St Martin's and you have a sibling or family member attending school or you would like someone to collect your certificates on your behalf, please send in written authorisation to [exams@st-martins.essex.sch.uk](mailto:exams@st-martins.essex.sch.uk) naming the person that will be collecting.

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

You can also request that your certificates are sent to you in the post. If you require this option 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

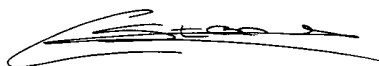
Reference: SURNAME EX

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.

GCSE certificates will not be available for collection until 13 January 2022.

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*