



9 November 2020

Dear Student

Re: Summer 2020 Examination Certificates

I am writing to advise you that we have received your examination certificates and although they are ready for collection, due to the current government legislation collection for leavers is not possible until the current restrictions have been lifted.

Students that have continued their education into Y12 at St Martin's can come to the exams office to collect.

If you have now left St Martin's and you have a sibling or family member attending school, we suggest in the first instance that you ask them to collect them on your behalf. Authorisation for this will need to be sent in advance to exams@st-martins.essex.sch.uk. If this is not possible, certificates will need to be collected by you, the student, from reception between 9.00am and 1.30pm once the restrictions have been lifted. Please call 01277 238350 in advance to advise us when you intend to collect and remember to bring photo ID which must be shown upon collection.

The Sixth Form Office will not be able to assist you with collection of certificates.

If you would like your certificates posted, please send in written confirmation with a payment of £6.50 to cover the special delivery fee. You can also pay via bank transfer using the details below:

Sort Code: 30-67-33

Account No: 224455660

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