November 2024

Dear Parent/Carer,

**Collection of Exam Certificates & Art Coursework**

Your daughter’s GCSE/GCE exam certificates will be available for collection in person from the School Hall on Tuesday 10th December 2024 between 3.30pm and 4.30pm.

These certificates are important documents that should be collected on time and stored safely for future reference. They are commonly required by employers and universities to validate your qualifications.

If your daughter is unable to attend or would like someone else to collect the certificates on her behalf, please write to me or email me in advance confirming who will be collecting the certificates - [ashah@bentleywood.harrow.sch.uk](mailto:ashah@bentleywood.harrow.sch.uk)

Please could you ensure anyone who is collecting on behalf of your daughter brings his or her photo ID.

On the same day Art, Graphics and Textiles coursework will be available to collect from 3.15pm – 4.30pm in room 116. If you are unable to collect at this time please e-mail Miss Mistry [cmistry@bentleywood.harrow.sch.uk](mailto:cmistry@bentleywood.harrow.sch.uk) to arrange another time. All coursework not collected by Friday 24th January 2025 will be disposed of by the department.

Yours sincerely

Ms A Shah

Exams Officer