



22 November 2020

Dear Parents & Carers of 2020 Leavers

Re: Year Book Collection Information

I am delighted to tell you that the Year Books have been finalised and are in print-production now. They will be ready for collection on the same morning as the GCSE & BTEC certificates, **Saturday 5 December**, 9am to 11am, at the School Gates. I know Mrs Howell our Exam Officer wrote to you on Friday with details about certificate collection. There will be a second collection opportunity on **Thursday 10 December**, 4pm to 6pm, also at the School Gates.

For certificates, if students cannot come in person and would like someone else to pick them up, they MUST have signed permission for this.

I hope this email finds you and your sons and daughters well and happy, despite the ongoing national issues we all face, thankfully we are managing to keep schools and colleges open for the time being.

Best wishes,
Mrs E Loughran