



**ASHFIELD
SCHOOL**

ASHFIELD SCHOOL
Sutton Road
Kirkby-in-Ashfield
Nottinghamshire
NG17 8HP
www.ashfield.ttct.co.uk
01623 455 000

20 November 2023

EXAM CERTIFICATES

We write to inform you that your latest exam certificates are ready to be collected from school. These can be collected on Thursday 30th November and Friday 1st December 2023 at the following times:

- **Students in Post 16 at Ashfield School** between 12:30pm and 2:30pm from the Octagon.
- **Students who have left Ashfield School** between 3:00pm and 5:00pm from Main School reception.

Family or friends can collect certificates on a student's behalf, however they must have a signed note from the student naming them as the collector, and have valid photo ID confirming they are the named person.

Your exam certificates are extremely important documents therefore, we would urge you to collect them and store in a safe place as replacement certificates can be very expensive. Please note we are only required to retain them for one year from the date of issue.

If you cannot collect on the above dates, please e-mail admin@ashfield.notts.sch.uk or telephone the school on (01623) 455000 to let us know when you would like to collect the certificates, so that we can make sure they are on the main school reception when you arrive.

Please give us at least 24 hours' notice because we will not be able to provide you with the certificates without forewarning of your arrival.

Please may I take this opportunity to congratulate you on your achievements and wish you all the best for the future.

Yours sincerely,

Mrs V Baguley
Exams Officer

