



Brayton
Academy

Head of School: Al Moon BSc MEd NPQH

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Our Ref: SDA/jbr

14th January 2019

Dear Parent/Carer,

GCSE Exams Certificates

Exam certificates from the summer 2018 exams have arrived in school and are now available to collect. They can be collected from main school reception on the following dates:

Wednesday 23rd January 3pm – 4.30pm

Monday 28th January 3pm – 4.30pm

We would prefer the student to collect certificates themselves, however if they are not available at these times then a friend or relative may collect on their behalf. They must bring with them a form of ID and a signed written note from the student to authorise collection. If they are not able to collect on the above dates, then please contact the school office on 01757 707731 or email info@braytonacademy.org.uk to make alternative arrangements.

GCSE Artwork may also be collected during the times above or alternatively between the hours of 10am-2pm and 3pm-4pm from Monday 21st January to Friday 22nd February. Any artwork not collected by this date will be disposed of.

Should you have any queries, please do not hesitate to get in touch.

Yours sincerely,

Susannah Davis
Director of Year 11 / Positive Discipline