



## Wandsworth Council

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Headteacher  
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23<sup>rd</sup> November 2023

Dear Student,

We now have your summer 2023 examination certificate(s) at Francis Barber (Tooting).

Please collect your exam certificates from the school office by **Friday 15<sup>th</sup> December** between the hours of 10.00am to 3.00pm, Monday to Friday.

Certificates must be signed for. Parents/Carers collecting certificates on your behalf may be asked to provide identification.

We cannot send exam certificates by normal post.

**These are the only certificates that will be issued by the examining bodies. Any certificates that are unclaimed after 12 months will be securely destroyed.**

**These certificates are extremely important and may be needed in the future for college placements or work purposes.**

If you are unable to attend during the times mentioned above and would like to make alternative arrangements, please contact the school office.

Yours faithfully,

*R Styles*

Ryan Styles  
Examinations Officer

c.c. File