



Wandsworth Council

Francis Barber PRU
Westdean Site
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Headteacher
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23rd November 2023

Dear Student,

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

Please collect your exam certificates from the school office by **Friday 15th 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,

Ryan Styles
Examinations Officer

c.c. File