

Dear student and parent/carer

Exam certificates can now be collected from the main reception located in the SBL Sports Centre.

Due to the ongoing pandemic, there are some changes we have had to implement to ensure the safety of our students and staff.

Certificates will be available for collection from Monday 22 March until Thursday 1 April 2021.

Reception will be open for collections Monday – Friday between **10.00 – 11.00** and **14.15 – 15.00**.

If you are unable to attend at any of these times and dates, please email me to organise a mutually convenient time at cmu@sblonline.org.uk

If you wish someone else to collect on your behalf, please send an email giving permission from a named email address (e.g., JoeBloggs@....) to me. The nominated person must bring photographic ID with them please to verify their identity.

Please note:

Certificates are legal documents and as such are subject to the current GDPR. After the Easter holidays, the certificates will be returned to our safe storage and kept secure until the end of this calendar year. They will then be returned to the examination boards in keeping with their legal advice.

If you have not collected by then, please be aware that the boards charge approximately £50 for a replacement document. You can no longer obtain the original certificates.

We therefore strongly urge all students to collect their certificates as soon as possible.

If you have any queries, please do not hesitate to contact me.

Ms C Murray
Exams, Careers Advice and Guidance Lead