

**Head**

Jolie Kirby, BA, NPQH

*Think for yourself, act for others***Collection of June 2016 Examination Certificates**

15 November 2016

Dear Former Student and Parents/Carers,

Well done on your achievements in the summer 2016 exams!

Certificates from exams taken in June 2016 are now in school. Certificates are available for collection from the Main Reception at Cheney School from 28<sup>th</sup> November 2016 through to 17<sup>th</sup> March 2017 between 9:30 AM and 2:30 PM. After this date certificates will need to be requested directly from the Cheney School Exams Office.

**You will need to bring photo identification with you and sign for your certificates.**

Someone else may collect on your behalf as long as you provide a **signed letter authorising** the release of your certificates to the **named person**. **This person also needs to bring photo identification** with them.

Alternatively, if you wish us to post your certificates to you, please complete the form below and return it to the Exams Office with a cheque for £4.00 to cover the cost of a recorded delivery.

If you have any further questions about collection of certificates, please contact the Exams Office on (01865) 755270 or mf@cheney.oxon.sch.uk.

Yours sincerely

Marie-Anne Fischer  
Exams Manager**Please post my exam certificates from June 2016.**

Name of former student	
My final year in school was in:	Y11    Y12    Y13    (please circle)
Address	
Postcode	

I enclose a £4 cheque made payable to Cheney School \_\_\_\_\_

Please return to: Exams Office, Cheney School,  
Cheney Lane, Headington, Oxford OX3 7QH