



# Guru Nanak Multi Academy Trust Ltd

Incorporating:  
Nanaksar Primary School &  
Guru Nanak Sikh Academy  
Founder – Sant Baba Amar Singh Ji

24<sup>th</sup> November 2021

Dear Student

## RE: Examination Certificate Collection

I hope you are well and have settled into your higher education. Examination certificates have now been received and students must personally come to the Secondary reception to collect and sign for them.

Certificates can be collected between the following dates and times:

25<sup>th</sup> November until 16<sup>th</sup> December 2021 (3:30pm - 5:00pm)  
20<sup>th</sup> December until 23<sup>rd</sup> December 2021 (9:00am – 2:00pm)

**Please note that collection of certificates will not be allowed during normal school hours.**

If students are unable to collect certificates themselves, then a family member can come in during the specified times – they must bring this letter with them and proof of their identification. You must also provide written confirmation if someone else is collecting on your behalf. Written confirmation should be sent to [admin@gnsa.co.uk](mailto:admin@gnsa.co.uk) stating your name and the name of the person collecting the certificates.

**We would recommend that certificates are collected as soon as possible.**

***Regulations from JCQ state that schools should destroy unclaimed certificates and awarding bodies do not offer a replacement certificate service.***

If, for any reason, certificates cannot be collected then please send a stamped self-addressed envelope (with recorded delivery postage) so that the certificates can be **posted to you**. ***Please bear in mind that the school will not take any responsibility if certificates go astray, lost or are damaged in the post.***

Your assistance is very much appreciated.

Yours faithfully

Mrs G Gobindpuri  
Exams Officer

***Please keep certificates in a safe place as these are required for your University admission and future employment applications.***