



THE KING'S SCHOOL

5 February 2021

Dear parent / carer

GCSE Certificates – Class of 2020

It is with regret that, due the current lockdown and uncertainty around the timescales for this, The King's School have taken the decision that it will not be possible to organise either a Prom or a Presentation of Certificates Ceremony for the Class of 2020.

I know that this will be a disappointment to many of our students and that they will also be keen to collect their certificates. To facilitate this, The King's School's main reception will be open on Tuesday 16 February from 9.00 – 15.30 and students, or a nominated representative, can collect certificates. There is no requirement to make an appointment for this but social distancing measures must of course be observed whilst students are on site.

In order to comply with GDPR regulations your child will be required to provide one form of identification which must be photographic, such as a passport or college ID Badge. These documents will be verified as evidence of their identity prior to the release of the certificates.

If your child is unable to attend in person they can nominate another person to collect the certificates on their behalf. Your child must e-mail admin@kings.patrust.org.uk setting out the details of their nominated person and relationship to them, prior to this person arriving at The King's School. The nominee should also bring their own photographic identification with them along with this letter as the section below must be signed to confirm receipt of the certificate(s). This will be scanned and saved by The King's School and you or your child will retain the hard copy for your records.

Yours sincerely,

Mr D Pinto
Headteacher

Name

Signature

Date

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