



30th November 2023

Dear Graduates,

**Re: Invitation to Year 11/13 Certificate Collection – week commencing Monday 4th December 2023**

Further to all your hard work at Magna Academy, we are delighted to inform you that the evidence of all your efforts, your qualification certificates, have now arrived.

The collection has been organised in surname alphabetical order, across the week, as indicated in the table below. Students should arrive at the main reception to collect their certificates at their designated time slot.

Date	Time Slot	Surname
Monday 4th December	2.00pm-3.45pm	A to F
Tuesday 5th December	2.00pm-3.45pm	G to L
Wednesday 6th December	2.00pm-3.45pm	M to R
Thursday 7th December	2.00pm-3.45pm	S to Z
Art/Photography portfolio work will be available to collect from reception at the same time.		

If you wish for someone to collect them on your behalf, please email Mrs Ellaway [aellaway@magna-aspirations.org](mailto:aellaway@magna-aspirations.org) to advise the name of the person who will be collecting them for you. This person will need to show a photo ID on the day of collection.

The academy is unable to post certificates. Unclaimed certificates will be retained for two years, after which they will be destroyed. If replacements are required, they will have to be requested directly from the examination boards, for which there will be a charge. Unfortunately, some examination boards do not offer replacement certificates but will issue a Certifying Statement of Results, for which there is also a charge.



Please look after your certificates, they are a valuable document and will be costly to replace. You will be expected to present these certificates as proof of your academic achievements when applying for jobs or for further study in the future.

Wishing you the very best for the future.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C Buller', with a stylized, cursive script.

Mr C Buller  
Vice Principal