



CHENEY SCHOOL

Think for yourself, act for others

Headteacher: Mr Rob Pavey

Cheney School
Cheney Lane
Headington
OX3 7QH

Tel: 01865 765 726

Email: office@cheney.oxon.sch.uk

Marie-Anne Fischer, Examinations Manager

15 December 2020

Dear Leavers

Well done on your achievements in the summer 2020 exams!

Certificates from exams taken in June 2020 are now in school. Certificates are available for collection from Main Reception at Cheney School from

6 January 2021 through to **21st March 2021** between **9:30 AM** and **2:30 PM**.

After this date, please email mf@cheney.oxon.sch.uk to request collection.

To keep staff and visitors to the school safe, we only allow **one** person at a time into Main reception to collect certificates. Upon arrival, please use the **hand sanitizer** provided and ensure you **cover your face**.

You must also bring **photo identification** with you and **print and sign** the form below or a form provided by the school.

Someone else may collect **on your behalf** as long as **you fill in** and **sign the form** below. The person collecting must bring this form and their own **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 payment of **£6.00** to cover the cost of a recorded delivery.

Please make an online payment as follows:

Sort code: 30-80-45

Account number: 33977960

Name: Community School Alliance Trust/Cheney School

Use your name and CERT as reference

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

Examinations Manager

mf@cheney.oxon.sch.uk

01865 755270