

Cheney School
Cheney Lane
Headington
OX3 7QH

Tel: 01865 765 726
Email: office@cheneyschool.org

Headteacher : Mr Rob Pavey



Collection of June 2023 Examination Certificates

December 2023

Dear Former Students, Parents/Carers,

All certificates from qualifications taken in June 2023 are now in school. They are available for collection from Main Reception at Cheney School from

11 December 2023 to 27 March 2024 between 9:30 AM and 2:30 PM.

After this date, please email mf@cheneyschool.org or spalmer@cheneyschool.org to request collection.

Certificates must be collected by the **students** themselves.

When collecting, you must bring **photo identification** with you, **print and sign** the form below or a form provided by the school.

If you are unable to collect in person, you may nominate somebody else to 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 confirmation of payment of **£6.00** to cover the cost of a recorded delivery (bank transfer).

Please make an online payment as follows:

Sort code: 30-96-35

Account number: 86470863

Name: River Learning Trust - Cheney

Reference: CERT23

If you have any further questions about the collection of certificates, please contact the Exams Office on (01865) 755270 or email mf@cheneyschool.org or spalmer@cheneyschool.org

Yours sincerely

Marie-Anne Fischer
Examinations Manager
mf@cheneyschool.org
01865 755270

Stephanie Palmer
Examinations Assistant
spalmer@cheneyschool.org
01865 755270

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Bank details:
sort code: 30-96-35
account: 86470863
account name: River Learning Trust - Cheney
reference: CERT23

Certificate collection form

Candidate name	Yr 11	Yr 12	Yr 13	20..
<input type="checkbox"/> Certificates should be sent to my home address*. A payment of £6.00 has been made by bank transfer to the bank details listed above. I confirm that I am taking full responsibility for any loss or damage incurred during the postal process and in case any details on my certificates are incorrect.				
Address Line 1				
Address line 2				
Address line 3				
Postcode				
<input type="checkbox"/> I give permission for my representative [<i>insert name</i>] to collect certificates on my behalf. I confirm that my representative will provide photographic ID upon collection and will sign to confirm the collection and that my personal details and grades are correct. I confirm that I take full responsibility for any damage or loss incurred and in case any of my personal details are incorrect.				
Candidate signature				Date
Representative signature				Date

**Unless provided, certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change of details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.*