

# THE LEIGH ACADEMY



Green Street Green Road  
Dartford, Kent, DA1 1QE  
T: 01322 620400  
F: 01322 620401  
[info@leighacademy.org.uk](mailto:info@leighacademy.org.uk)  
[www.leighacademy.org.uk](http://www.leighacademy.org.uk)

Principal: Mrs Julia Collins

7<sup>th</sup> December 2020

CHI/ExamCertCollection

Dear Student

## Re: Collection of 2020 Examination Certificates

I am pleased to inform you that we have now received all your examination certificates and they are ready for collection.

These will be available to collect from: -

Wednesday 9<sup>th</sup> December 2020 – Thursday 17<sup>th</sup> December 2020, then from 11<sup>th</sup> January 2021. Please come to Main Reception at The Leigh Academy between 10am – 12pm and 2pm – 3pm. When you arrive, **you will need to wear a face mask/covering and we will need to see proof of identity** when collecting (e.g. credit card, driving license, passport) to ensure the confidentiality of your certificates.

Should you prefer someone to collect certificates on your behalf, your representative should bring a letter signed by you giving them permission to collect your certificates together with **proof of their own identity**.

Please do not come and collect your certificates if you or any member of your family are displaying symptoms of COVID 19. These are new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia).

**Please note: Examination Boards require us to return any uncollected certificates after one year. Please ensure collections are made before this time.**

Congratulations on your examination success and, on behalf of the academy, I would like to take this opportunity of wishing you the very best of luck in your future studies and career.

Yours faithfully

Mr C Hills  
Examination Officer



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Registered Office: Green Street Green Road,  
Dartford, Kent, DA1 1QE