



Queen Elizabeth II High School

Douglas Road, Peel, Isle of Man IM5 1RD

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Head Teacher: Mrs C. Clarke



December 2023

Dear Former Student/Parents/Carers

Just a note to let you know that your GCSE/GCE Certificate (s) have arrived in school and may be collected from the office opposite reception where you will need to sign for them. Please bring photographic ID with you.

If you are going to attend the QEII Annual Prize Giving on 20th December, starting at 7.30pm, then your certificates will be presented to you then. Space is limited due to fire regulations so please contact the school to let us know if you are able to attend. Alternatively please complete the Google form using the link below.

<https://forms.gle/Mb91cEknvGH7PBqF7>

If you are unable to come into school yourself to collect your certificates then you may authorise someone else to collect them on your behalf provided you complete and return the slip below. The authorised person will also need to bring in photographic ID. Reception is open from 8am to 4.30pm Monday to Friday.

These certificates are important documents which you are likely to need as you progress through your career, so you are strongly advised to take good care of them, as the Exam Boards do not issue copies of certificates except in cases of fire or theft.

Uncollected certificates are disposed of within one year. After then it will cost you in excess of £40 to gain a Statement of Results from each awarding body.

Please note that the office is unavailable during the Christmas break and bank holidays.

If you have any queries please get in touch.
Best wishes for the future.

Paula Venezia
Exams Officer

I authorise _____ to collect my Certificate (s).

Name: _____ (Please print clearly)

Signed _____ Date _____