



# HAYES SCHOOL

West Common Road, Hayes, Kent, BR2 7DB

Executive Headteacher: Mr S J Whittle M.A. (Cantab), NPQH

Head of School: Miss C A Thompson BEd (Hons), M.A. NPQH

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  @HayesSecondary

Our ref: AKA\kas\office\6th Form\Correspondence\Alevelcerts

5<sup>th</sup> December 2024

Dear Parents, Carers and Former Students

## **A-Level/Vocational Certificate Collective – Hayes Secondary School**

From Friday 6th December 2024 students' A-Level/Vocational certificates will be available from the main reception in the Gadsden building. Reception is open for collection from 8:30 am until 3.45 pm daily Monday to Friday. It is vitally important that these are collected as these are often needed in later life to evidence achievement, in addition the cost to replace these is high at around £50 per certificate.

I appreciate that former students may wish to send a representative to collect these, if this is the case they need to email [reception@hayes.bromley.sch.uk](mailto:reception@hayes.bromley.sch.uk) informing them of who will be collecting this in their place and when this will happen. The person collecting these will need photographic ID in order to collect them. Please be aware that certificates will not be handed over if we do not have the authorisation from the former student.

Yours sincerely

Mr A Allred

Assistant Headteacher: Sixth Form



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