

20 November 2020

The JCB Academy,
Mill Street,
Rocester,
Staffordshire. ST14 5JX
T: +44 (0) 1889 506100
E: office@jcbacademy.com
www.jcbacademy.com

Dear

Certificate Collection

In the current circumstances, we are unfortunately unable to hold our Annual Certificate Presentation evening.

We have therefore arranged for certificates for qualifications achieved in summer 2020 to be available at the academy's main reception from Monday, 14 December 2020 until Tuesday, 22 December 2020 and then from Monday, 4 January 2021 onwards. Reception is open from 8:00 am to 4:00 pm Monday to Friday.

I would be grateful if you could attend during the time slot allocated to your last name in order to reduce the number of people arriving at the academy at any one time:

Last name A-G 8:00 am to 10:30 am
Last name H-O 10:30 am to 1:00 pm
Last name P-Z 1:00 pm to 3:30 pm

It is really important that you make arrangements for your certificates to be collected from the academy within the 12 months holding period as examination boards charge approximately £50 for each replacement certificate.

Ideally certificates should be collected by you in person, but if this is not possible a nominated person may collect the certificates on your behalf. They will need to have written permission from you to do so and this permission should be emailed to our Exams Officer, Mrs Shaw (exams@jcbacademy.com).

Yours sincerely



Mrs J McGuirk
Principal