



**Arnold Hill  
Academy**

Gedling Road Arnold Nottingham NG5 6NZ

0115 955 4804

[schooloffice@arnoldhillacademy.co.uk](mailto:schooloffice@arnoldhillacademy.co.uk)

[www.arnoldhillacademy.co.uk](http://www.arnoldhillacademy.co.uk)

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5<sup>th</sup> December 2017

Dear Parent

**Re: Exam Certificates**

We are pleased to inform you that your child's exam certificates are ready for collection from the Academy in A Block reception. During term time the reception is open from 8.00am - 4.00pm Monday to Thursday and 8.00am – 3.30pm on Friday. We require your child to collect their certificate(s) in person because these are legal documents. Alternatively, the person who is collecting them on their behalf must produce permission in writing from them in order for us to release the certificates.

During school holidays the reception will be accessible between the hours of 8.00am and 3.00pm, not including bank holidays or the Christmas week.

Current year 12 students who attend our Sixth Form will be able to collect their certificates from the Sixth Form Pastoral Office during school time.

Yours faithfully

Janet Davison  
Exams Officer

**Arnold Hill Academy is part of the Trent Academies Group.**

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW

The company's registered number is 8128513

