

Longfield Academy  
Longfield Road  
Darlington  
DL3 0HT  
T: 01325 380815 / 380816

E: [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)  
W: [www.longfield.swiftacademies.org.uk](http://www.longfield.swiftacademies.org.uk)

Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mr N Lindsay, BA (Hons), NPQH  
Deputy Headteacher: Mr S Rawle, BA (Hons), MA

10 December 2021

Dear Former Pupil,

## Re: 2021 Leavers Certificate Collection Evening (0047-21CPO)

Congratulations on your exam results. I am pleased to inform you that official examination certificates will be ready for collection from Longfield Academy between 4:00pm and 6:00pm on Monday 10<sup>th</sup> January 2022.

So we are able to gauge how many pupils will attend the evening, please complete the short questionnaire by clicking the following link: [2021 Leavers Certificate Evening](#)  
Please complete the questionnaire by Tuesday 4<sup>th</sup> January 2022.

If you are unable to collect your certificates in person, you may nominate a friend / family member to collect them on your behalf. Please do this via the above link. Alternatively, you may email myself to confirm your arrangements. Please include the full name of the nominated adult and their relationship to you e.g. Mother / Friend.

**Please note, certificates will not be released without written confirmation from yourself.**

If you are not able to collect or nominate a person to collect your certificates on the collection evening, they will be kept securely for one year and then will be destroyed. Please be aware that a minimum cost of around £25 per certificate from the exams board will apply to any lost or centre destroyed certificates. Should you require them later this is something you would need to arrange and fund yourself.

If you have any queries please do not hesitate to contact me via main reception on 01325 380815 or by email [exams@longfield.swiftacademies.org.uk](mailto:exams@longfield.swiftacademies.org.uk). If you require any further information.

Yours Sincerely,



Mrs C Potts  
Exams & Data Officer

