



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

E: enquiries@longfield.swiftacademies.org.uk
W: www.longfield.swiftacademies.org.uk

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

22 November 2022

Dear Former Pupil,

Re: 2022 Leavers Certificate Collection Evening (0049-22CPO)

Congratulations on your exam results. I am pleased to inform you that official examination certificates will be ready for collection from Longfield Academy on Tuesday 6th December 2022, between 4:00pm and 6:00pm.

So we are able to gauge how many pupils will attend the evening, please complete the short questionnaire by clicking the following link: [GCSE Certificate Collection Evening 2022](#)

You can also find the link via our school website. Please complete the questionnaire by Monday 28th November 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 at cpotts@longfield.swiftacademies.org.uk if you require any further information.

Yours Sincerely,

Mrs C Potts

Exams & Data Officer

