



Batley Girls' High School

Visual Arts College

Achievement • Respect • Transformation

Registered Office:
Windmill Lane, Batley, WF17 0LD
Telephone: 01924 350080
Fax: 01924 350085
email: office@batleygirls.co.uk
www.batleygirls.co.uk

Co-Heads:
Julie Haigh David Cooper

CERTIFICATES - IMPORTANT INFORMATION

Batley Girls' High School will retain your exam certificates for a period of 5 years from your off roll date (date of leaving BGHS).

To arrange collection of your exam certificates please email your name, date of birth and candidate number to sburton@batleygirls.co.uk.

Any exam certificates that have not been collected following a 5 year period will be disposed of safely and securely. It will be up to the individual to contact the exam board(s) directly should they wish to receive a copy of their exam certificates* following this period of time.

The contact details for the Exam boards are:

AQA Results

Devas Street
Manchester
M15 6EX
results@aga.org.uk

Pearson Edexcel

190 High Holborn
London
WC1V 7BH
student.requests@pearson.com

OCR

The Triangle Building
Shaftesbury Road
Cambridge CB2 8EA
general.qualifications@ocr.org.uk
vocational.qualifications@ocr.org.uk

WJEC

245 Western Avenue
Cardiff
CF5 2YX
replacementcertificates@wjec.co.uk

**Please be aware that exam boards do not provide replacement certificates but will charge for a Certified Statement of Results. The cost for this service varies considerably depending on the exam board.*

Batley Girls' High School, part of Batley Multi Academy Trust, Company Registration Number 7732537 (England and Wales)
A Company Limited by Guarantee

