

Principal: Natalie Jones

Co-op Academy Leeds,
Stoney Rock Lane, Leeds, LS9 7HD

leeds.coopacademies.co.uk



Co-op Academy
Leeds

2 December 2024

GCSE Certificate collection

I am pleased to inform you that your exam certificates from Summer 2024 will be available to collect from Main Reception from **Monday 9 December 2024**. Certificate collection hours are 11am - 2pm.

If you are collecting your certificates in person, you will not require any ID. If you require a third-party person to collect your certificates on your behalf, please fill in the form on the reverse of this letter. The third-party collector must have this form or a written letter giving your consent and also proof of their ID. If they do not have any ID, we will not release your certificates to them.

Please be reminded that your certificates are legal documents and therefore the school can only retain them for 1-year after the stated collection date and then they will be destroyed. Replacement certificates will be charged at approx. £55 and will be available from the individual exam boards. All certificates will be checked by the person collecting the certificates, and signed for upon collection to ensure their accuracy. The school will not be held liable for any inaccuracies once the certificates have been signed for.

Kind regards



Miss S Walker
Exams Officer

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Third Party collection - Exam Certificates December 2024

I _____ hereby give permission for the following person to collect my exam certificates:

Signed by student allowing permission: _____

Name: _____ Relation to student: _____

Internal use only:

Proof of ID seen? _____ Collection date: _____