



24 November 2025

GCSE Certificate collection

Dear Student,

I am pleased to inform you that your exam certificates from Summer 2025 will be available to collect from our Main Reception from **Monday 15 December 2025 between 10am and 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.

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 approximately £50 per certificate 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



Third Party collection - Exam Certificates December 2025

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: _____