



1<sup>st</sup> December 2025

Dear Student & Parent/Carer

### Collection of GCSE certificates Summer 2025

I am writing to provide you with information regarding the collection of the summer 2025 GCSE certificates.

**Certificates will be available for collection from the school Reception from Monday 1 December between the hours of 8.00am – 6.00pm.**

If students are unable to collect personally and are sending a representative please ensure that they have written authority, signed by the student, naming the person collecting the certificates. Identification may be requested.

Unfortunately, certificates are not permitted to be sent via post.

Please bear in mind that the results slip issued to students on Results Day in August were not the official certificates. Therefore, it is essential students collect the official certificates as soon as possible. Any certificates not collected will be retained in school until July 2026, after this date they will be disposed of. Certificates required at a later date will incur a charge as only the Awarding Bodies can issue these.

Yours faithfully

**Mrs S Beatty**  
Examinations Officer