

1st December 2025

Dear student,

RE : COLLECTION OF GCSE/A-LEVEL CERTIFICATES

I am pleased to say we are now able to distribute your Examination Certificates from the Summer of 2025. Unfortunately, as the certificates are legal documents that require a signature, we are unable to post them to you. They can be collected from the school main reception between 8:30am and 12:30pm on Monday 8th and Tuesday 9th December. If you are not able to come in person, you can ask a friend or relative to collect on your behalf. They must bring a copy of the slip below with them, signed by yourself.

Your certificates are important documents that you will need through the course of your career. Employers, colleges and universities often insist on seeing original qualification certificates, so please make every effort to collect your certificates and keep them safely. We cannot keep certificates for extended periods of time, and replacement certificates will cost you over £40 from each exam board.

If you cannot make these dates, please email the exams office on b.bradford@chaseterraceacademy.co.uk to arrange an alternative collection date.

We wish you every success in your future studies and careers.

Yours sincerely

Mrs R Bradford
Examinations Officer

I, _____ (full name of student) authorise _____

(name of relative/friend) to collect my examinations certificates on my behalf.

Signature _____

Date _____