

COLLECTION OF EXAM CERTIFICATES

Please put this in a prominent place at home so you don't forget

Certificates are available for collection from December 2025 for students who achieved GCSEs and A Levels in the summer of that year.

Certificates are not automatically sent out because they need to be signed for. Students should make arrangements to collect their certificates. Please note that schools are only allowed to accept instructions from students, not from their parents/carers, regarding results and certificates.

The school will be offering three certificate collection days from the school's reception:

- Monday 1 December 2025 9-11 am and 2-4 pm
- Wednesday 10 December 2025 9-11 am and 2-4 pm
- Thursday 18 December 2025 9-11 am and 2-4 pm

You can either collect your certificates in person or nominate someone else to collect on your behalf. If you are not collecting yourself, please complete the slip below and ensure you give it to your nominated person to bring with them. If you cannot collect on any of the designated collection days, please email exams@coombewoodschool.co.uk to discuss alternative options.

Students should be aware that schools are only required to hold certificates for 12 months from the date of issue. After this time, the school can send certificates for secure destruction. Prompt collection is therefore advised.

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STUDENT PERMISSION FORM for certificate collection by a nominated person

Student's name			
I give permission for to collect my certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.			
Student's signature		Date	

