

October 2025

Dear Former Student

GCSE CERTIFICATE COLLECTION, THURSDAY 4 DECEMBER 2025

I am pleased to inform you that we are issuing certificates at the school on **Thursday 4 December 2025**. This will be an event where you will sign for and receive your certificates and collect your non-examination assessment. Certificates will be available for **issue between 4.00pm and 5.00pm**.

If you are unable to collect your examination certificates please contact Mrs Sarah Clark, Exams Manager, ClarkS11@scalbyacademy.org.uk to arrange another time after the evening to collect them. Awarding Bodies require that uncollected certificates are destroyed after 12 months. Replacement certificates would need to be ordered from the respective Awarding Bodies at a cost of around £50-90 per certificate.

If you wish your GCSE certificates to be posted home by special delivery at the cost of **£9.00** please email ClarkS11@scalbyacademy.org.uk for payment details and to confirm your postal address.

Third parties may only collect certificates after Mrs Clark has received the attached form completed and signed by the person named on the certificates, photographic proof of ID will be required from the person collecting your certificates, an **appointment** must be made with Mrs Clark for their collection, which will need to be **after** the certificate collection evening.

Non-examination assessment may be collected during the evening, after which time it will sadly have to be thrown away, owing to limited storage space being available in school. Please contact the **appropriate head of department** as soon as possible if you wish to collect your non-examination assessment after the evening.

I look forward to seeing you on 4 December to collect your certificates and work.

Yours sincerely



Mr C Robertson
Headteacher