



29th January 2026

Dear Students/Parents/Carers,

Re: Summer 2025 Certificates

Summer 2025 GCSE/BTEC Certificates are available for collection. Collection dates are as follows:

23.02.26 - 27.02.26 (Within school opening hours)

Please ensure you bring ID to reception to collect your certificates.

If you wish for someone to collect your certificates on your behalf, please complete the signature sheet (attached to this letter) They must bring this with them to collect.

Please ignore this letter if you have already collected your certificates.

JCQ rules state we must keep certificates for 12 months after issue.

Best wishes for the future.

Yours faithfully,

Mrs M Neaves
Senior Examinations and Data Manager

A member of Swale Academies Trust

Registered Office: Ashdown House, Johnson Road, Sittingbourne, Kent ME10 1JS

Registered in England No. 07344732



Headteacher: Mr G Prebble BEd (Hons) NPQH



Signature Sheet

Students Name:
(Block Capitals)

Full Name of Person Collecting:
(Block Capitals)

Relationship to Student:

Date:

Students Signature:

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