



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher
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Dear Parent/Carer

TRIP575 Examination Certificates Postage

I hope that you and your child/children are coping well with the exam season.

Looking further down the road, post-results we will be sent examination certificates from the exam boards. Where they are GCSE certificates and students have remained in the Sixth Form we distribute them directly to students. However, for Year 11 and Year 13 leavers we ask that students, or parents, come to collect the certificates from the school's reception. **All certificates must be signed for.** Certificates have usually arrived by the end of October, so we recommend coming to collect them **from around 10th November 2025 onwards.**

Unfortunately, we are finding that many students don't come to collect their certificates and yet many years later they get in touch with us asking for them. We are only obliged to keep exam certificates for one year after they are issued. After that time we can either send them back to the exam boards or we destroy them, as per the JCQ regulations. Given the expense of getting replacement certificates (upwards of £50 per certificate) we want to encourage our former students to come back to school to collect them.

If you would prefer for us to send the certificates then we can do this, however, we cannot cover costs because they would need to be sent by recorded delivery. If this is your preferred method then you can pay for the cost of postage and packaging via ParentPay. **The cost will be £3.50 per student.** **By doing this you are indicating to us that you would like us to send the certificates.** Please can you do this **before the end of the academic year** (24th July 2025). The address that we will send them to will be the one that we have on our system so please ensure that we have your current address.

Again, any questions do get in touch, either directly to me (hgreen@ecclesbourne.derbyshire.sch.uk) or via the Exams Office (exams@ecclesbourne.derbyshire.sch.uk).

Kind Regards,

Helen Green
Assistant Head – Examinations and Assessment