



Hayle Academy

11th November 2025

GCSE Certificate Collection

Dear Parent/Carer,

We have now received your child's GCSE and BTEC certificates from the Awarding Bodies. We would like to invite your child to collect these from school on **Monday 1st December 2025 between 3.30pm and 5.30pm.**

It is very important that certificates are collected promptly and thoroughly checked for errors, as there is only a very short window for amendments. Some exams boards may charge a fee (usually around £50). This can be checked prior to any amendment request.

If your child is unable to attend on this date, certificates can be collected by a family member on their behalf, providing that the student gives their **written consent** and the person collecting brings some **photographic identification** such as a passport or driving licence. Please use the below tear away slip to authorise collection by a family member.

Controlled assessment work may also be collected at this time by prior arrangement with our Exams Officer, Miss Farrah Fulton, ffulton@hayle.tpacademytrust.org. Please let Miss Fulton know what your child would like to pick up in advance, so that it can be taken to the reception ready for collection.

On behalf of all our staff, I would like to congratulate your child on all that they have achieved during their time at Hayle Academy and to wish them every success for the future.

Yours sincerely,

Mrs Melissa Lock
Headteacher

I authorise (name of person to collect) _____ to collect my GCSE certificates on my behalf.

Name of student _____ Student signature _____

Signature of person collecting certificates _____ Date _____

3 High Lanes, Hayle, Cornwall, TR27 4DN enquiries@hayle.tpacademytrust.org 01736 753009

Headteacher: Mrs Melissa Lock

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