



Ringwood School

12th December 2025

Dear Student,

Re: Certificates Summer 2025

I am pleased to inform you that your school certificates are now available for collection. They will be available from the main reception during normal school hours, term time only. The school will be closed from 12:30pm on Friday 19th December until Monday 5th January 2026 for the Christmas holidays.

All certificates are stored securely in school for a minimum of 12 months from the date of issue, after that time the exam boards allow us to destroy them. If you do not collect them and then find at a later date you need them, you will have to apply to the exam board for a statement of results which they will charge you for (currently the fee is between £48 and £62, per exam board, per exam season).

It is important that you look after your certificates as they cannot be replaced.

If for any reason you are unable to collect your certificates in person, you may nominate a representative to collect them on your behalf. If this is the case, please complete the bottom half of this letter and give it to them to bring along at time of collection. Please also let them know to bring some photo ID.

Kind regards

Miss H Clarke

Exams Officer

Re: GCE / BTEC / Ctech Certificates 2025

I confirm that I (Your full name), give authority.

to..... (Person collecting) to collect the certificates on my behalf.

Relationship to Student:

Signed

Date: