



Bristol Free School
Concorde Drive
Bristol BS10 6NJ

Tel: 0117 959 7200
admin@bristolfreeschool.org.uk
www.bristolfreeschool.org.uk

Headteacher: Mrs S. King

8 December 2023

Dear Student

Collection of GCSE Certificates – Friday 5 January 2024 (9.00am-11.00am)

We hope that your post-GCSE journey is going well and that you are enjoying your chosen path after your studies at Bristol Free School.

Your certificates will be ready for collection on Friday 5 January 2024 between 9.00am and 11.00am.

If you are able to collect your certificates on this day, there is no need to give advance notice; please enter the school site through the car park entrance and report to Main Reception. The Exams Team will be ready to issue you with your certificates. Please bring with you a form of ID as proof of identity. You will need to sign for the certificates on collection.

If you are unable to collect your certificates on this day, please email admin@bristolfreeschool.org.uk to arrange a convenient day and time to collect them. When collecting certificates on the agreed day, please enter the school site through the car park entrance and report to Main Reception. Please bring with you a form of identity. You will need to sign for the certificates on collection.

If you are unable to collect your certificates in person, and would like a family member to collect them on your behalf, please complete the form below and return it to exams@bristolfreeschool.org.uk. Please ensure that the designated person collecting the certificate brings it with them along with proof of identity when making the collection.

Once awarded, the certificates must be kept in a safe place as they are difficult and expensive to replace. In some cases certificates will only be replaced if proof of loss is provided and Exam Boards will issue a 'Statement of Results' (not new certificates), typically charging approximately £50 per statement.

Please be aware that Exam Boards have changed their policy and we are now required to dispose of any uncollected certificates after 12 months. For 2023 certificates, this will be January 2025. It is therefore very important that you do make every effort to collect your certificates on Friday 5 January 2024 or make arrangements to collect them on an alternative day.

We look forward to seeing you soon.

Yours sincerely

Mrs J Ashton
Examinations Officer





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For the attention of the Exams Officer:

Permission to Collect Candidates Certificates

Candidate Name:	
Candidate Address:	
Candidate Email:	

I give permission for the below person to collect my certificates on my behalf:

Name:	Relation to Candidate:	Sibling on School Role collecting directly from Reception – please tick	Date of Collection

The above named person will bring proof of identity and a copy of this notification to enable the school to release my certificates.

Signature of Candidate:

Date: Candidate Number (if known) :

This form MUST be emailed to exams@bristolfreeschool.org.uk

NB: Please take a copy of this notification before returning it to the Exams Office and tick the box to indicate that you have done so.