

Queen Elizabeth High School



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Executive Head: Martin Farmer BEd (Hons) NPQH

Head of School: Mr.S. Seneque

Ref:CH/GM

25th November 2024

Dear Past Student

GCSE Certificate Collection

I write to inform you that your certificates are now ready for collection.

I should be grateful if you would arrange to collect these from the school reception from Wednesday 27th November in school hours (8.30am and 4.00pm).

JCQ regulations now state that if the candidate is unable to collect certificates in person, written consent is required from you. I have attached the relevant form for your convenience.

May I take this opportunity to congratulate you on your achievements.

Yours sincerely

C Hines

Mrs C Hines
Exams Officer



Three Counties Academy Trust



QUEEN ELIZABETH
HIGH SCHOOL



CERTIFICATE THIRD PARTY COLLECTION

PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student: Please complete this form

_____ (Name)

_____ (Address 1)

_____ (Address 2)

_____ (Post Code)

_____ (Date)

TO: Examinations Office

I am unable to collect my certificates in person from school, and therefore, give

permission for _____ (Name) to collect them on my behalf.

He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.

Signature _____ Form _____

_____ (Student: Print Name)

_____ (Exam/Candidate Number)

This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

Office Use Only: ID checked – please initial

