

Newlands Girls' School

Courage Commitment Compassion

Headteacher: Miss J. Capon



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Re: Summer 2025 Certificate Collection

Your certificates for the summer 2025 examinations will be available in January 2026 and can be collected by you from the main school reception from January.

As an alternative to collection in person, we offer the option of arranging for postal delivery of certificates via the Newlands Exam Certificate Postal Delivery Request Form which is available at the following link:

<https://forms.office.com/e/gbe0qa8ksw>

Replacement examination statement of certifications are expensive, so we therefore use the Royal Mail 'Signed For' (Recorded Delivery) service which has adequate insurance cover in the event of loss or damage. There is a single fixed fee of £10.00 to use this method of delivery. If you would like to use this service, please log on to your iPayimpact account to make the payment before Sunday 21 September.

Alternatively, you can nominate someone else (e.g. a parent/carer, or sibling still in the school) to collect your certificates for you by downloading, printing off, completing and signing the Certificate Collection Form on the Exams Information Page of the school website.

The person you nominate to collect your certificates must bring the completed Newlands Exam Certificate Third Party Collection Form with them to the main reception and, if not a current student, will be required to show their photo ID (passport or driving licence) and sign a declaration to confirm receipt of your certificates at the time of collection.

Certificates are important legal documents which are required for CVs, job applications and to verify the Statement of Results which was issued on results day. Please ensure that they are kept securely as the school does not keep copies. In the event that they are lost or never collected then you will need to liaise directly with the relevant examination board(s) and pay for a replacement 'Statement of Certification'.

Uncollected certificates will be held in school for a period of one year until the student arranges postage or collection, after which time we may destroy them.

If you have any questions regarding this letter, please do not hesitate to contact me.

Yours sincerely

Mrs A De Alwis
Examinations Officer



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

