THE MOUNTBATTEN SCHOOL

TRS/NBN

27 November 2025

Dear Parent/Carer

GCSE Certificate Collection

GCSE certificates are now all in school and will be made available to collect at the following times:

- **Tuesday 9 December 2025** from 5.00pm to 6.00pm in the Olympic Hall
- **Friday 2 January 2026** from 10.00am to 12.00pm in the Lantern Theatre

If you are unable to collect at either of these times, please email exams@mountbatten.school to arrange collection after 2 January 2026.

Certificates must be collected and signed for by the student. If a student would like somebody else to collect the certificates on their behalf (e.g. parent, sibling), they must provide the person with a signed letter of authority. Alternatively, the student can send consent via email to exams@mountbatten.school.

The nominated person must bring identification, for example a driving licence, passport, student ID card.

It is really important that your certificates are collected as they will be required in the future when applying for employment, university and training.

JCQ regulations state that schools should keep certificates for 12 months. If they remain uncollected, they may be disposed of securely after that time.

Yours Sincerely

Mr T Rogers
Director of School Services