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ST IVES SCHOOL

Every Child, Inspiring Learning, Every Day

18th November 2025

Dear Class of 2025,

We are now beginning to receive your GCSE and BTEC certificates from the awarding bodies. You are invited to collect these from school on **Thursday 27th November between 3.30pm and 5.30pm in the school library.**

It is very important that certificates are collected promptly and thoroughly checked for any errors, as there is only a short window for amendments. After this period, exam boards will charge a fee (usually around £50) for a replacement.

If you are unable to attend on this date, certificates can be collected by a family member on your behalf, provided you give written consent and the person collecting brings photographic identification (such as a passport or driving licence).

In addition, **work completed in Art, Graphics and Design Technology will also be available for collection on the afternoon from the Creative Faculty.** If you cannot collect this work on the day, please make prior arrangements through the school's admin team. All work must be collected by the end of term, as we are unable to store it indefinitely.

Controlled assessment work may also be collected at this time by prior arrangement with our Exams Officer, Ms Farrington (sfarrington@stives.tpacademytrust.org). Please let her know in advance what you would like to pick up so that it can be prepared for collection.

On behalf of all our staff, I would like to congratulate you on everything you achieved during your time at St Ives School and to wish you every success for the future.

Yours sincerely,

Lizi McKenzie

Headteacher: Mr S Horner MEng



