

CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES



Candidate name: _____

Date(s)	Friday 12th to Thursday 18th December 2025 Thursday 8th January to Friday 6th February 2026	Time(s)	Between the hours 10:00 and 16:00
Collection point	Reception	Identification must be provided on collection	

If you are unable to collect certificates in person, please complete the form below for a representative to collect them on your behalf.

Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

In case of query, please contact Mrs Karen Lomax on 01728 723493 or k.lomax@thomasmills.suffolk.sch.uk



CANDIDATE PERMISSION FORM: Certificate collection



The arrangements for collecting certificates are

Friday 12th to Thursday 18th December 2025 and Thursday 8th January to Friday 6th February 2026

Candidate name			
I give permission for my representative: _____ to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.			
Candidate Signature:		Date:	

If you are asking someone else to collect your certificates on your behalf, please fill in the form above and ask the nominated person to bring this form when they collect them. Certificates will not be handed out without this form, or photographic ID, the form is available for download from the school website.

Important information

Certificates will be available for collection as listed. Certificates not collected on these dates or at Awards Evening may be returned to the Awarding Bodies and you may have to pay to have them reissued.

Completed forms will be kept on file by the school.