



WILLIAM FARR

C of E Comprehensive School

3 December 2025

Dear Student

Congratulations on having achieved success with your recent examinations.

I am pleased to inform you that your examination certificates are available for collection from the reception desk from today.

Identification must be provided on collection.

Please check your certificates carefully when you collect them. 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.

If you are unable to collect your certificates and would like someone to collect them on your behalf, please complete the slip below.

It is important to keep your certificates in a safe place, as they will be required in the future by universities, colleges and employers. There is a charge for replacement certificates and you are responsible for requesting them from the examination boards if they are lost.

The school will close for the Christmas holidays on Friday 19 December and, therefore, certificates won't be available for collection after 12 noon on this day. They can be collected once the school re-opens on 6 January 2026.

Please email wfsexams@williamfarr.lincs.sch.uk if you have any queries relating to collection of your certificates.

We look forward to hearing about your future success.

Yours faithfully

Mrs T Hobson
Head of Exams and Data

CANDIDATE PERMISSION FORM: Certificate collection

If you are unable to collect your certificates, please indicate below who you would like to collect them on your behalf.

Candidate name			
<input type="checkbox"/> I give permission for my representative: <u>insert name of representative here</u> 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	

Completed forms should be brought with the person collecting the certificates.

William Farr Church of England Comprehensive School, Lincoln Road, Welton, Lincolnshire, LN2 3JB

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