

November 2025

Dear Parents and Carers

We are writing to you to inform you that your child's A Level certificates are now available for collection. Please be aware that, in accordance with the Joint Council for Qualifications regulations, we are only obliged to hold certificates for 12 months after the date of issue. After this time, we are permitted to destroy any remaining unclaimed, so please ensure that certificates are collected as promptly as possible.

Collection information

Certificates will be available for collection from reception at the campus the student attended, i.e. ex-Tonbridge students will need to collect from the Tonbridge Reception, and ex-Sevenoaks students will need to visit the Sevenoaks Reception. **Certificates will be available to collect between 9am and 4pm during term time only.** Please make sure they bring some photographic identification in order for the certificates to be released.

We are conscious that many of the students will be away at university and may therefore not be in a position to collect their certificates in person. **We are able to release certificates to a nominated person (e.g. parent/sibling/friend) but only if we receive explicit written instructions to do so.** If this is preferred, please ensure that the student emails exams@wealdgs.org stating the name of the nominated person. Only once we have received this information can we release the certificates to the nominated person who should bring photographic identification.

Replacement certificates

Finally, please remind students to keep their certificates safe. They can be replaced – but at a cost. Each exam board charges in the region of £50 for a replacement certificate and students may have sat exams from up to four different boards, therefore replacing them can be an expensive exercise.

Many thanks and please pass on our congratulations for their amazing results.

Kind regards

Mrs S Dyos & Dr K Hollings
Examinations Department



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