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Headteacher: Mrs S. King

26 November 2021

Dear Student

### **GCSE and A Level 2021 Certificates**

I hope this letter finds you well and enjoying the next step in your educational journey since your results day in August. Last year was highly unusual and we are still very proud of how well you coped with the uncertainty and the GCSE and A Level results you went on to achieve despite this. The reason for this letter is to explain how you can collect your GCSE or A level certificates from school. Unfortunately, we have made the decision to cancel the face to face GCSE and A Level certificate afternoon and Winter Ball planned for Wednesday 15 December.

The reasons for cancelling are all linked to protecting our school community from any 'super spreader event' just before the Christmas holidays when inter-generational families get together and students and staff need a restful holiday.

It was not an easy decision, but we feel a sensible one.

### **How to collect your certificates?**

The GCSE and A level certificates will be ready for collection from **Monday 13 December**.

If you are currently studying in Year 12 at BFS Sixth Form, you can collect and sign for your GCSE certificates from the Exams Office (CF25). If you are no longer a student at BFS, please email Main Reception at [admin@bristolfreeschool.org.uk](mailto:admin@bristolfreeschool.org.uk) to book an appointment. At the moment, the school is a Covid secure site and visitors are not allowed on the school site, so we need to limit when you are able to come into school to collect the certificates. **Please do not visit the school without an appointment.**

On the day of your appointment, please enter the school site through the car park and report to Main Reception at the gate. A member of Staff will be able to bring the certificates to you at the gate. You will be required to sign for the certificates, so please bring a pen with you and a form of ID.

If you are unable to collect your certificate in person, and would like a family member to collect on your behalf, please complete the form below and ensure that the designated person collecting the certificate brings it with them.

Once awarded, the certificates must be kept in a safe place as they are difficult and expensive to replace. In some cases certificates will only be replaced if proof of loss is provided and Exam Boards will issue a 'Statement of Results' (not new certificates), typically charging approximately £45 per statement.

Yours sincerely,

Mrs S King  
Head teacher



For the attention of the Exams Officer:

**Permission to Collect Candidates Certificates**

|          |  |
|----------|--|
| Name:    |  |
| Address: |  |

I give permission for (name) to collect my certificates on my behalf.

**The above named person will bring proof of identity and a copy of this notification to enable the school to release my certificates.**

Signature of Candidate: .....

Date: ..... Candidate Number (if known) : .....

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**This form can be emailed to [admin@bristolfreeschool.org.uk](mailto:admin@bristolfreeschool.org.uk)**

NB: Please take a copy of this notification before returning it to the Exams Office and tick the box to indicate that you have done so.