

Certificate Collection Information
What to do if you can't collect your
certificates on Alumni Celebration Evening

1. Come as soon as you can to collect them in person—we only have to hold certificates for one year so if you contact us after **January 2026** we may no longer have them. Please note **you will need this information when you are applying for jobs (and it costs £50+ and takes 6 weeks to get replacements from the exam boards).**
2. **You must notify us in advance of when you are coming in to collect your certificates.** The certificates are kept in secure storage, so if you just turn up there is no guarantee that Miss Price will be available to get them out for you. Please ring the school or email aprice@swchs.net stating your name and what date you will be coming to collect – ideally we need at least 24hrs notice. You will be asked to show ID when collecting your certificates from Reception.
3. If you want someone else to collect your certificates, they must bring in **a letter of authorisation signed by you, and their own photo ID.** Once again, you must ring/email to notify us of an intended collection date (see above).
4. We are unable to send certificates via the ordinary postal service. If you are unable to arrange collection in person, please email aprice@swchs.net to arrange delivery. The cost of postage is £9.65 and can be paid via BACS.