



December 2021

Ref: Exams/L005/jbrnb

Dear Former Student

Re: Collections of Exam Certificates – June 2021

Your exam certificates are now ready for collection from the main School Office between 8.00am and 4.00pm

Changes to due Covid-19

In order to keep us all safe, we ask that you wear a facemask when you arrive and observe social distancing while you are waiting. Please do not come to school if you are isolating. We would usually ask that you sign to say certificates have been collected. Office staff will now sign on your behalf, you will need to give them your name.

Certificates for former Year 11 who are now in Wellington Sixth Form

These will be distributed via tutor groups before we finish for the end of term in December.

Certificates for former Year 11 & Year 13 who have a sibling still at Wellington

If you still have siblings at Wellington, you can ask them to collect certificates from the main School office. PLEASE MAKE A NOTE IN THEIR SCHOOL PLANNER which they can take with them. They can be collected:

- before registration
- at lunchtime
- after school

Your certificates are important legal documents that you will need throughout the course of your working life and studies. Employers, colleges and universities often insist on seeing original qualification certificates. Please make every effort to collect your certificates and keep them safely. We cannot keep certificates in school for extended periods of time. Replacement certificates will cost you over £40.00 from each exam board.

If you cannot attend in person, you can ask a friend or relative to collect on your behalf. They must bring a signed copy of the form below with them, signed by you. Exams will accept the information below in a text or email from the student to the nominated person collecting, which you can show upon collecting.

If you should have any queries please email exams@wellington.trafford.sch.uk

We wish you every success in your future studies and in the workplace.

Yours faithfully

Mrs J Baxter
Examinations Officer

X

Reply slip: Please complete and hand to the nominated individual who will be collecting your certificates

Wellington School Exam Certificate Release Form 2021

I _____ (full name of student) authorise

_____ (full name of nominated person) to collect my examination certificate(s)
on my behalf.

Signature of Former Student: _____ Date: _____

11-18 Academy | Headteacher: Mr S P Beeley

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