

Our ref RGR/MTH

Wednesday 24<sup>th</sup> November 2021

Name and address

Dear Carolina

**RE: Examination Certificate Collection – Monday 6<sup>th</sup> December to Friday 10<sup>th</sup> December, 7:30 am – 4:30 pm**

We would like to invite you back into school during the week beginning Monday 6<sup>th</sup> December to collect your final Examination Certificates.

Please come to the school Exams Office via the main drive. There will be signs asking you to wait by the parking **before** the LRC entrance. Please keep social distancing; you will be asked not to wait in groups.

As a school we are only required to keep certificates on file for 12 months, after which time they will be destroyed. It is therefore very important you take this opportunity to collect these documents. All certificates will need to be signed for by you. **Do not forget to bring this letter and some form of photo ID with you.**

However, if you are unable to attend in person, a parent, carer or other family member may collect on your behalf. **In this case please complete the slip at the bottom of this letter; your representative must bring this slip with them, together with their own photo ID.** Without this permission we will not be able to release the certificates; these are exam board regulations which we must adhere to.

If you have a younger sibling at Wodensborough Ormiston Academy they may collect your certificates at the end of the school day; they must bring the completed slip with them.

Examples of photo ID include passport (current or expired), Photocard Driving Licence (current or expired), Proof of Age ID, Citizencard, formal ID cards (armed forces, police, NHS, fire service, ambulance service, student union, school, college, company/employee ID), Blue Badge or local authority ID.

If you are unable to attend on this date please email [student.data@woacademy.co.uk](mailto:student.data@woacademy.co.uk) with a date and time after Friday 10<sup>th</sup> December that is convenient to you; unfortunately, certificates cannot be collected before 6<sup>th</sup> December.

Yours faithfully,



**Mrs R Graham**  
Examinations Office



<b>Student name</b>			
I give permission for my representative to collect certificates on my behalf. I confirm that my representative will provide photographic ID and will sign to confirm collection.		Insert name of representative here	
<b>Student signature</b>		<b>Date</b>	