

November 2024

**Examination certificates**

Dear Parents/Carers

We are writing to inform you that the examination certificates will be available for collection from **16:00 – 18:00** on **Wednesday 27<sup>th</sup> November 2024**.

We are so proud of all our pupils and the commitment they have shown to their studies as well as how they have represented themselves and the school over the last three years. They have shown strength of character, a maturity in their communication and all within a supportive community environment.

**If you are collecting certificates, please park at the front of the school as certificates will be collected from the reception.**

If you are unable to attend at the times above, all pupil's exam certificates will be available at reception, from Monday 2<sup>nd</sup> December 2024.

**Please note that photographic ID will be required when collecting certificates (this could be the pupil's school lanyard or passport). If someone is collecting on behalf of the pupil, please bring along a *signed* copy of the letter on the following page and a copy of their ID.** The person collecting the results will be expected to sign a form to confirm they have received the certificates.

It is imperative that examination certificates are kept safe and securely as replacement certificates are not available. Exam boards offer a certified statement of results instead and these requests incur a cost.

For those pupils that would like to use this opportunity to collect any of their own work, such as graphics, textiles, or art portfolios, please ensure you email your subject teacher prior to the evening. This will ensure they have it available for you to collect.

We wish our pupils and their friends and families all the best for the future.

Yours sincerely

Anna Burnham  
Deputy Headteacher

Template Letter of Authorisation for another person to receive Public Examination Results

Mrs McMorn  
**Head of School**  
Wootton Upper School  
Hall End Road  
Wootton  
Bedford  
MK43 9HT

November 2024

Dear Mrs McMorn

I hereby give my authority for \_\_\_\_\_ to collect on my behalf the official certificates for the qualifications I have undertaken in summer 2024 awarded to me by the examination boards.

The person named above knows that they will need to bring with them photographic identification to enable confirmation of identity.

Yours sincerely

Pupil signature: \_\_\_\_\_

Name of pupil: \_\_\_\_\_

Contact mobile number in case of query: \_\_\_\_\_