



November 2024

Ref: Exams/L001/dssnb

Dear Former Student

**Re: Collections of Exam Certificates – June 2024**

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

**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 and 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. Certificates can be collected:

- before registration
- at lunchtime
- after school.

Your certificates are important legal documents which you will need throughout the course of your working life and studies. Employers, colleges and universities often insist on seeing original qualification certificates so please make every effort to collect your certificates and keep them safe. We cannot keep certificates in school for longer than 1 academic year and replacement certificates will cost you approximately £40.00 from each exam board.

If you cannot come into school in person to collect your certificates, 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, along with some photo ID. Alternatively, we will accept the information below in a text or email from yourself to the nominated person collecting, which they can show to staff at the Office.

If you should have any queries please email [exams@wellington.trafford.sch.uk](mailto:exams@wellington.trafford.sch.uk).

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

Yours faithfully

**Mrs D Shields**  
**Examinations Officer**

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

**Wellington School Exam Certificate Release Form 2024**

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:** \_\_\_\_\_

