

# WOOTTON ACADEMY TRUST

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5 December 2019

Dear Parents/Carers

## GCSE Certificates

We were delighted that so many of the students who took their GCSE examinations were able to join us at our celebration event on Monday 2 December 2019. The Vice Chancellor of Cranfield did a fantastic job presenting certificates and we hope everybody who was able to attend enjoyed the event.

As usual, I forgot to mention something really important, namely that these certificates are extremely valuable. Employers sometimes ask to see the original certificates; some universities similarly ask to see the certificates. Additionally, if your son/daughter emigrates in the future, they will need to produce these certificates. Therefore, you need to give very careful thought as to where you will file them away at home. It is possible to request replacement certificates directly from the examination boards, however, they are expensive to replace if they get lost. **Currently, the replacement cost for each individual certificate is £46.50** and since most students will have a certificate from at least two different examination boards and in some cases four different examination boards, you will understand how expensive it could be for you, or your son/daughter if they get lost.

For those students who did not attend the celebration event we have made the following arrangements for them to collect these important documents.

Firstly, if your son/daughter is a **current student at Kimberley College**, he/she will be able to collect their results in person from the Examination Office between 11:20 – 13:50 pm on Friday 13 December 2019.

Secondly, if your son/daughter is **not a current student at Kimberley College**, he/she will be able to collect their results in person from **Reception at Wootton Upper School** between 3:00 - 5:00 pm on Monday 9 December 2019. He/she will need to bring with them some photographic identification.

Alternatively, if your son/daughter is not available next Monday we have identified a further time when he/she can collect their certificates in person from **Reception at Kimberley College** between 4:00 – 6:00 pm Wednesday 15 January 2020.

If your son/daughter cannot collect their certificates in person on either Monday 9 December 2019 or Wednesday 15 January 2020, they may authorize a member of their family to collect the certificates for them.

If this is the case, then your son/daughter will need to provide a letter for Mrs Gray, Examinations Officer, Wootton Academy Trust, stating the name of the person authorized to collect the results. This letter does NOT need to be sent in advance.

It is perfectly acceptable for the person to bring the letter with them when they come to collect the results. If somebody else is collecting results for a family member, then the person collecting them will need to bring photographic identification with them so Mrs Gray can confirm the identity of the person collecting the certificates.

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After the final opportunity to collect GCSE certificates has passed on Wednesday 15 January 2020 I shall ask Mrs Gray to return any uncollected certificates to the Examination Board which issued them. These documents do not belong to the Trust and therefore it would be inappropriate for us to retain them beyond that date. Students will be able to contact the examination boards themselves to request their certificates but there is likely to be a (significant) financial cost involved in doing so.

If you have any questions please do not hesitate to contact Mrs Gray [hgray@wootton.beds.sch.uk](mailto:hgray@wootton.beds.sch.uk).

Yours sincerely



M. Gleeson  
Executive Principal