

January 2021

Dear Former Student

Collection of Examination Certificates

I am pleased to inform you that your certificates, achieved during your time at Outwood Academy Redcar, are now ready for you to collect from the Academy.

This year, due to COVID-19, you will need to book an appointment time in order to collect your certificates from the Academy Reception.

Therefore, please **email your preferred date and time** of collection (between Monday-Friday 9:00am-3:00pm during term-time) to;

r.galloway@redcar.outwood.com

Once received, a ten-minute slot will be allocated and communicated by reply email.

If you are unable to collect these in person, you may nominate someone else, e.g. a family member or friend, to do so on your behalf.

If this is the case, please **email** and **provide the full name of the person collecting the certificates** along with their preferred date and time of collection. Please note that this person will need to bring along the **enclosed form** and **photographic ID (e.g. driving license or passport)**.

Please be aware -If your certificates are **not** collected by **18th December 2021**, under examination board regulations, they will be destroyed and you will need to contact the respective examination boards and pay an administration fee of around £50 per exam board to obtain replacement certificates. Examination certificates are required by many employers, universities or further education to prove your qualifications.

Unfortunately we are not able to post certificates out due to both their high value and requiring a signature of receipt.

Yours faithfully

Mr. R. Galloway
Exams & Assessment Officer

**COLLECTION OF OUTWOOD ACADEMY REDCAR
SUMMER 2020 LEAVERS EXAMINATION CERTIFICATES
BY NOMINATED PERSON**

I <INSERT EX-STUDENT NAME HERE> give permission for

<INSET NAME OF PERSON NOMINATED HERE>

to collect my examination certificates on my behalf.

I have advised this person that they need to bring photographic ID and I accept responsibility for them once handed to this person.

Signed:
(Ex-student)

Date:
