



Certificate Collection – Celebration Afternoon (December 2020)

- We are delighted to announce our annual Celebration Afternoon on Wednesday 16th December 2020 from 4.00-6.00pm, where GCSE and A Level certificates will be given to students for collection.
- The Celebration Afternoon will be based in our school library, to allow students the opportunity to meet up with each other again following receiving their GCSE/A Level results in August 2020.
- If a student is unable to collect their certificates on the Celebration Afternoon in December but want them collecting by someone else on the day, they need to complete the form attached (Option B) and return to Mrs Woldanski (Trinity Exams Officer).
- Please note – certificates will not be posted home until January 2021 at the earliest.

Certificate Collection – January 2021 onwards

- If not collected on the Celebration Afternoon, certificates will be available for collection in person from January 2021 by prior arrangement with Mrs Woldanski.
- If students are unable to collect certificates in person from January 2021 but wish for them to be posted home, the attached form needs completing and returning to Mrs Woldanski (Option A).
- If students are unable to collect certificates in person from January 2021 but wish for them to be collected by someone else, the attached form needs completing and returning to Mrs Woldanski (Option B).

Checking certificates

- On collection, students should carefully check that their personal information (name, date of birth, etc.) is correct and that the correct final grade(s) issued to them is/are shown.
- Students will be required to sign that they have collected their certificates and confirm they are correct.

Uncollected certificates

- Certificates will be destroyed if not collected by the student before December 2021.
- In case of any queries, please contact Karen Woldanski on 01926 428416 or email woldanski.k1@welearn365.com

Candidate name

Option A – Certificates sent home

- Certificates should be sent to my home address. I will provide an A4 stamped addressed envelope*
- I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect.

Or

Option B – Certificates collected by representative from January 2021

- I give permission for my representative
to collect certificates on my behalf.

Relationship to student:

- I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.
- I confirm that I am taking full responsibility in case of loss of my certificates once they have been given to the nominated representative.

Candidate signature

Date

**Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.*

Completed forms should be returned to the Trinity School reception, FAO Karen Woldanski (Trinity Exams Officer)