



Dean Watson Headteacher
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 #TeamWoodhey

30th November 2022

Dear Former Student,

GCSE Certificate Collection

If you were not able to attend the Awards Ceremony on 24th November and need to collect your GCSE certificates, please call into reception before Wednesday 14th December.

If you cannot collect your certificates personally, but wish to have them collected for you, for instance by a family member, you will need to complete the form below to authorise someone else to collect your certificates for you. This person must be at least 18 years old. The authorised person must bring with them the signed form and photographic proof of their identity (e.g. driving licence, passport etc).

If you require any further information, please do not hesitate to contact me: exams@woodhey.set.org or tel: 01706 825215 ext: 2284.

Yours faithfully,

C. Dewhurst

Clare Dewhurst
 Exams Support Officer

Candidate Permission Form

Certificate collection:

If you are not able to collect your certificates in person and wish to authorise for a representative to collect them on your behalf, please complete the form below:

Candidate name			
I give my permission for my representative (insert name) to collect my certificates on my behalf. I confirm that my representative will provide photographic ID on collection.			
Candidate signature		Date	