July 2024

Dear Parents/Pupils

We are writing to let you know the arrangements for the collection of examination results, on Thursday 22nd August.

Results will be available for collection in person from 09:00 – 11:00 at **Wootton Upper School, Sports Hall**. Results will also be emailed to pupil's school email address at midday, on the same day. Please note - Pupils can only access their school emails in the UK.

When collecting results, please ensure that pupils bring along ID as this will be required to receive the results. Acceptable ID can be a school lanyard/ID card or passport.

If a pupil is unable to collect their results in person, they may nominate someone to collect them on their behalf. Please complete the nominee form and return to Wootton Upper School reception, or by email to woottonexams@wootton.beds.sch.uk by **Tuesday 9th July** to allow us to process this accordingly. **Without this form your results will not be handed over to your nominee. The nominated person will need to bring in their original ID and a copy of the pupils ID, when collecting results.**

We wish all pupils the very best of luck with both their results and future next steps.

Your sincerely

Mrs A Burnham
Deputy Head – Teaching & Learning

Mrs S Kang
Examinations Officer

Wootton Academy Trust

COLLECTION OF EXAM RESULTS BY NOMINATED THIRD PARTY
WOOTTON UPPER SCHOOL

Please ensure you complete **ALL** parts of this form and return it to woottonexams@wootton.beds.sch.uk by **Tuesday 9th July** to allow us to process this accordingly. Without this form your results will not be handed over to your nominee.

PUPIL DETAILS

Full Name   _____

Address   _____

  _____

Date of birth   _____

Mobile number   _____

Pupil's personal email   _____

Signature   _____

Please ensure your nominee brings a form of their identification with them and a copy of your ID. Without this we can't hand over your results.

Your Nominee's Name _____ (Please print)

Relationship to you   _____

For Office Use Only

Identification seen (Nominee ID) _____

Signature of Nominee   _____

Results handed out by   _____