



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

December 2020

Dear class of 2020

Collection of Exam Certificates

In order to enable you to collect your exam certificates, which must be signed for, in a safe manner we need to arrange for you to come into school on different days.

Consequently, we would like you to follow the schedule below:-

	Date	Time	Form
Thursday	10 th December	2.45-3.45	11.1 & 11.2
Friday	11 th December	2.45-3.45	11.3 & 11.4
Monday	14 th December	2.45-3.45	11.5 & 11.6
Tuesday	15 th December	2.45-3.45	11.7 & 11.8 & 11.9
Wednesday	16 th December	2.45-3.45	If unable to attend with your form

Please arrive at main reception at any time during your hour slot. Please respect social distancing if other people are present and the wearing of a mask is mandatory inside the building. Please also note that reception closes at 4pm and it will not be possible to collect certificates if you arrive later than 3.45pm.

Should you wish someone to collect your certificates on your behalf they will need to arrive with signed, written confirmation from you and photo ID e.g. photo driving licence, passport. Without this confirmation and ID we will not be able to release your certificates to them.

I am sorry if all of this sounds very clinical and impersonal but we have to do all that we can to protect everyone's health, particularly as we do not want anyone's Christmas to be spoiled, and I do hope that you understand.

Should you not be able to collect your certificate on any of the above dates please email enquiries@bedford.wigan.sch.uk and we will arrange for a collection date in the New Year.

Best wishes.

Mrs H J Phillips
Headteacher

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