



## BRADGATE SIXTH FORM

### Summer 2020 exam certificates are now ready for collection.

Certificates can now be collected from the school's Main Reception, Monday to Friday between 3:00pm and 3:45pm only.

**(Please note:** the school will be closed for the Easter Holidays from Monday 29th March to Friday 9th April 2021).

### Due to Covid-19 measures to keep us all safe:

- You must wear a face mask when you arrive and observe social distancing while you are waiting.
- Please bring your own pen with you to sign for your certificates.
- You can only enter the school grounds to collect your certificates and make your way directly to the Reception. You must leave the school grounds once you have collected the certificates.
- Please do not come to collect certificates if you have symptoms of Covid19 or are isolating.
  
- Your certificates are important legal documents that you will need throughout the course of your future studies and career.
- Wreake Valley Academy & Bradgate Sixth Form shall not be responsible for any certificates lost or damaged once collected so please keep them safe.
- We cannot keep certificates in school for an extended period of time. **Certificates not collected by Monday 21st June 2021 will be returned back to the relevant Exam Boards who will charge you a fee for each Replacement Certificate they provide.**
- Certificates cannot be posted home.
- We therefore recommend that you collect your certificates in person at the earliest during the above noted times.

- If you cannot attend in person, you can authorise a member of your family or a close friend to collect on your behalf (including any siblings who currently attend Wreake Valley Academy & Bradgate Sixth Form). They **must** bring a signed consent-form from you, authorising them to collect on your behalf (copy of **Certificate collection - Candidate Consent Form** attached) .

Upon collection, you should carefully check the number of certificates you have received, that your personal details are correct on each and that the final grades issued to you are shown correctly. You will be required to sign a log sheet to confirm that you have collected your certificates and that they are correct.

We wish you every success in your future studies and careers.

Wreake Valley Academy & Bradgate Sixth Form



# BRADGATE SIXTH FORM

## Summer 2020 Exam Certificates - Candidate Consent Form

Summer 2020 Certificates are available for collection, as follows:

<b>Collection Point:</b>	School's Main Reception
<b>Collection Times:</b>	<b>Monday to Friday between 3:00pm and 3:45pm (only)</b> <i>(Please note: the school will be closed for the Easter Holidays from Monday 29th March to Friday 9th April 2021).</i>

### Checking your Certificates:

Upon collection, you should carefully check the number of certificates you have received, that your personal details are correct on each and that the correct final grades issued to you are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

### Certificate collection:

If you are unable to collect your certificates yourself, please complete the information below to authorise a member of your family or a close-friend to collect on your behalf (including any siblings who currently attend Wreake Valley Academy / Bradgate Sixth Form). They **must** bring this consent-form, signed by you, authorising them to collect on your behalf.

<b>Candidate Name:</b> (please print):	.....	
I give permission for my representative to collect my certificates on my behalf. I confirm that my representative will present this completed form to you and will sign to confirm collection and that they have checked my personal details and grades are correct.		
<b>Candidate Signature:</b>	.....	<b>Date:</b> .....
<b>Please print here the Name of Person</b> you have authorised to collect your Certificates on your behalf:	.....	
<b>Signature of Person</b> collecting your Certificates on your behalf:	.....	<b>Date collected:</b> .....

Completed forms should be brought along by your nominated person – they will not be given your certificates in absence of this consent-form. In case of query, please contact the Exams Officer Mrs Pancholi at [ipancholi@wreake.bepschools.org](mailto:ipancholi@wreake.bepschools.org) (0116 264 1080 Ext: 221)

