

6 November 2020

Dear Student

2020 School Leavers – Collection of Certificates

I am writing to inform you that your certificates are now available for collection at Outwood Academy Bydales. These certificates represent the time and effort that you have invested in your studies during your time at the academy and are a record of the achievements you have secured.

You will be able to collect your certificates from Reception between the following dates and times:

Monday 9 November 2020 to Friday 11 December 2020, from 11am to 3pm.

If you are unable to collect them in person, you can nominate someone else to do this. The nominated person will need to provide written confirmation from yourself and present photographic identification before the certificates can be handed over. All certificates must be signed for.

Due to COVID-19 restrictions, circumstances are different this year. We would like to respectfully ask that you adhere to all the safety measures in place at the academy. This includes wearing a mask when you visit the site, sanitising your hands upon entry and exit to the building and maintaining social distancing when you are in the Reception area.

If you are unable to collect your certificates during the specified times, please make alternative arrangements with our Receptionist, Bev Noble via e-mail: b.noble@bydales.outwood.com

We hope you have enjoyed your time at Outwood Academy Bydales and we wish you every success in your future.

Yours faithfully



Marissa Hedley
Exams and Assessment Officer