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CLA/ks

November 2022

Dear Student & Parent/Carer

I am writing to invite you to our Certificate Presentation Evening which this year will be held on Tuesday 22nd November 2022.

We look forward to welcoming you all on this occasion, where you will be presented with your certificates (gained in the summer of 2022). The purpose of the evening is to mark your achievement, and all the certificates are presented without reference to grades achieved.

Before the formal presentations a welcoming drink will be provided for your parent/carer. For organisational purposes, we must know whether you wish to attend and whether you will be bringing a guest. It helps us to ensure a smooth presentation ceremony. Unfortunately, it will not be possible to arrive on the night without notification as we need to allocate seats and provide refreshments for exact numbers. As this event is a formal celebration of your achievements we request that all students wear smart casual clothing. Jeans, tracksuits and trainers would not be suitable on this occasion.

We request that you do not attend the evening if you are displaying any symptoms of Covid.

You and your parent/carer will need to arrive at 7.00pm and I look forward to seeing you there.

If you would like to attend, please reply by using the link below. The form can be accessed using your student's school login details

[Year 11 Certificate Evening \(21/22\) Tuesday 22nd November 2022 \(office.com\)](#)

If you are unable to access the link, please reply to this email direct. The deadline for replies is Tuesday 15th November.

If you are unable to attend this event, certificates can be collected in person from reception. Certificates will be held for a year and then destroyed.

Yours sincerely

Ms C Laird
Assistant Headteacher