

November 2023

Dear Student and Parent/Carer

Re: Year 11 Certificate Evening

I am writing to invite you to our Certificate Presentation Evening which this year will be held on Tuesday 21st November 2023

We look forward to welcoming you all on this special occasion, where you will be presented with your certificates (gained in the summer of 2023). 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 need to know the **names of all people** who wish to attend, so when replying, please can you ensure you complete these details. 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/carers will need to arrive for a 6pm start and will be required to sign in. I look forward to seeing you there.

If you are able to attend, please complete and return the slip below to the main school reception and note that the deadline for replying will be **Tuesday 14th November**. Alternatively, you can click the link below and add the name of the student and the guest names.

[22/23 Year 11 GCSE Certificate Evening 21st November Reply Slip \(office.com\)](#)

If you are unable to attend this event there is no need to reply. Any certificates not collected on the night can be collected in person from reception. Certificates will be held for a year and then destroyed.

Yours sincerely

Ms C Laird
Assistant Headteacher

PLEASE COMPLETE IN FULL AND RETURN TO MAIN SCHOOL RECEPTION

**Year 11 (2022/2023) Certificate Evening
21st November 2023**

I confirm that I will be attending the Year 11 (2022/2023) Certificate Evening and confirm that the following guests will also be attending:-

Student Name:

Guest 1:

Guest 2