



Our Ref: JSW/JBR

15<sup>th</sup> November, 2017

Dear Parents/Carers,

**Re: 'Class of 2017'/Year 11 Presentation Evening**

Please find attached our formal invitation to our 'Class of 2017'/Year 11 Presentation Evening which we will be hosting on Thursday, 30<sup>th</sup> November, 2017 from 6.30 p.m. – 8.00 p.m.

There will be a 'Welcome Reception' in the College Dining Hall from 6.30 p.m. and Presentation of Certificates and Awards will commence promptly at 7.00 p.m. in the Sports Hall.

The evening will be a formal event, therefore smart/formal dress is required. A prompt start is necessary and once the ceremony has commenced, the presentation should be enjoyed without any interruption, ensuring that we all experience a most memorable occasion. Like you, we are extremely proud of our students' attainment this year and we wish to share this with you, in recognition of the support you have provided to both your child and the College, which has helped him/her to achieve this success.

To enable us to provide adequate catering and seating arrangements, please complete the tear off slip below indicating whether you are able to attend and return it to the College's Main Reception.

We do hope that you will be able to join us in celebration of our students' recent academic achievements and look forward to the opportunity of wishing them every success in their future careers and chosen paths.

Yours sincerely,

Mrs J Sweeney,  
Senior Leader

X.....  
**(Please return to the College's Main Reception by 24<sup>th</sup> November, 2017)**

**'Class of 2017'/Year 11 Presentation Evening**

**Student Name:** \_\_\_\_\_

We **will/will not** be attending the 'Class of 2017'/Year 11 Presentation Evening on Thursday, 30<sup>th</sup> November, 2017.

Number of seats required for guests  (maximum of 3 including student).

**Signed:** \_\_\_\_\_ (Parent/Carer)

**If you are unable to collect your certificates on the evening, please collect them from College as soon as possible after this date.**