

9 November 2011

Dear Student and Parents/Carers

GCSE Certificate Presentation Evening

We are very pleased to invite you to our GCSE Certificate Presentation Evening on **Thursday 1 December 2011 at 7.00 p.m.** in the Hall.

We are delighted to tell you that The Right Worshipful the Mayor of the City and District of St Albans will be attending to present certificates and prizes. Following the presentation light refreshments will be served and you will have the opportunity to renew old acquaintances. Dress code for the evening is smart – shirt and tie and smart trousers for boys, smart trousers or skirt and top or smart dress for girls. Suits are not required but may be worn if desired. Denim, trainers or casual leisurewear are not acceptable and students who are inappropriately dressed will not be admitted.

In the event that you are unable to attend the evening, you will be able to collect your certificate(s), by arrangement, from the school. We regret that the cost involved prevents us from posting them to you.

We look forward to welcoming all the past Year 11 students and parents to this celebration of achievement. Please complete the slip below and return to Mr Sievewright, no later than **Monday 21 November 2011** – this is essential in order to ensure that your certificate is available in the Hall on the evening.

Yours sincerely



E Hitch
Head Teacher



D Sievewright
Head of Year 11 2010/2011

GCSE Certificate Presentation Evening

Please return to Mr Sievewright by Monday 21 November 2011

Student Name:

I would like to attend the GCSE Certificate Presentation Evening on Thursday 1 December 2011

EITHER* a) together with both/one* of my parents
OR* b) my parents cannot attend

(*please delete as applicable)

Signed:..... Date: ,.....