

Ref: SHH/AMN

05 June 2018

«Parental_Salutation»
«AddressBlock»

Dear «Parental_Salutation»

«Forename» «Surname» «Reg»

I have great pleasure in informing you that your child has won an award at the end of year celebration assembly. Awards will be presented during house assemblies at the times stated below. The assemblies will be held in Lady Mabel Hall and will start promptly at the following times:

- Rowling House** - Tuesday 26th June 9am – 10.30am.
- Nightingale House** – Tuesday 26th June, 11.30am - 1.10pm.
- Churchill House** – Tuesday 26th June, 2pm – 3pm
- Franklin House** – Wednesday 27th June, 9am – 10.30am.
- Turing House** – Wednesday 27th June, 11.20am – 1pm.

We would very much welcome your attendance at the ceremony to celebrate the success and achievement of your child and other students. Please let us know if you will be attending by completing and returning the slip below to the school reception by Friday 15th June. A nil return is not required.

Yours sincerely

S. Melody

S. Melody
Head of House

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Return FAO Miss Melody to either student services or by post to the above address.

Student Name: «Forename» «Surname» Mentor Group: «Reg»

I will/will not be attending the celebration assembly on the appropriate date for my child's house.

Number of seats required: (maximum 3)

Signature: Date: