

02 November 2017

Dear Parent/Carer,

Year 11 Celebration Event & GCSE Certificate Evening

To celebrate the graduation of Year 11 at St. Mark's Academy and the phenomenal examination results achieved by the year group, the pupils of our Year 11 (2016-17) are invited to the academy on the evening of **Wednesday 29 November 2017 at 5pm** for a welcome reception, followed by the formal presentation of certificates and a celebration of success.

During the evening the students will be presented with their GCSE examination certificates, which are extremely important to be able to give to future colleges, universities and employers. Certificates will be presented by a specially invited VIP guest. Students requiring certificates later in life are usually charged £30 per certificate by the examination boards, therefore it is important that these certificates are collected on the evening in person. As this is a formal, high profile event we would ask that students adhere to the dress code of business attire. (Ties must be worn with shirts and no low cut dresses, jeans or trainers.)

As this is a special evening of celebration we kindly ask that all students are accompanied by parents and/or carers to the event to allow us to celebrate your success for a final time. Unfortunately we cannot allow late comers to be admitted, so please do ensure you and your guests arrive on time promptly at 5pm for a drinks reception.

I would ask that you confirm your attendance by returning the confirmation slip at the bottom of this letter or via email to Leanne Gale, our office manager on LGale@stmarksacademy.org.uk

I look forward to seeing students and parents/carers at the event and if there are any questions, please do not hesitate to contact me at the academy.

Yours faithfully,

Mr A Sheppard
Senior Vice Principal



Celebration Event & GCSE Certificate Evening – Wednesday 29 November 2017

Please return to **Leanne Gale** to confirm you are attending

We will be attending the GCSE Certificate Evening on the date stated above

Student Full Name: **Parent/Carer Attending:** Yes / No (Please Circle)

Additional Information:

Parent Signature: Date:

Emergency Contact Number:

Principal Lisa Peterkin

