



18 June 2019

Dear Parents and Carers

Re: Years 7 and 8 Awards Evening

It gives me great pleasure to invite you to our annual year 7 and 8 Awards Evening on Monday 1 July 2019 at 6.30pm in the PA Sports Hall.

Certificates and/or prizes will be given and I am delighted to inform you that your son or daughter will be receiving a certificate and/or prize.

We would like all prize winners to **arrive at school at 6.10pm** to register with their Head of Year and Year Administrator in the PA Sports Hall.

The Mayor of Brentwood, Councillor Keith Parker will be presenting the certificates and prizes, and there will be musical entertainment provided by the students during the evening. We would expect all presentations to be completed by approximately 7.30pm.

Please would you complete and return the reply slip below to your child's Year Administrator indicating the number of seats required. There is usually a great demand for seats for this evening, so unfortunately we are limiting the maximum number of seats to two per student (excluding your child).

If you wish to attend, please complete and return the reply slip below **no later than Thursday 27 June 2019.**

Yours sincerely

Mr J Beddow
Director of Key Stage 3

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**Reply Slip – please return to the Year 7 or Year 8 office
Years 7 and 8 Awards Evening – Monday 1 July 2019**

Name of student: Form

Please reserve one*/two* seats for the years 7 and 8 Awards Evening.
(* delete as appropriate)

Signed: Date:
(parent or person with parental responsibility)