



Our ref: ccn/wda

November 2017

Dear Class of 2017 Student

## Awards Evening - Class of 2016

I am delighted to invite you to attend our Academy Awards Evening to be held at the Hastings Centre on Thursday 30<sup>th</sup> November 2017, where you will be presented with your GCSE certificates. There will also be other special awards to students currently attending the Academy.

The evening will commence promptly at 6.30pm. Please arrive at the Hastings Centre at 6.00pm. We expect the evening to finish at approximately 8.00pm.

**This is a formal event and I ask that your dress and behaviour are appropriate for the occasion.** Those not meeting these expectations will be refused entry to the event.

Please ask your parent/carer to complete and return the attached reply slip to Ms Daubney, or email to [wdaubney@arkhelenswood.org](mailto:wdaubney@arkhelenswood.org) by Thursday 16<sup>th</sup> November 2017. If you are unable to come we would still appreciate a reply, as we rely on this information for organisational purposes. If you are unable to attend the evening, your certificates will be available to collect from the Upper School from Monday 4<sup>th</sup> December 2017.

We look forward to seeing you and celebrating your achievements.

Yours faithfully

Mr C Connor  
Vice Principal

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### Annual Awards Evening – Thursday 30<sup>th</sup> November 2017

Please return by Thursday 16<sup>th</sup> November 2017 to Ms Daubney [wdaubney@arkhelenswood.org](mailto:wdaubney@arkhelenswood.org)

Name: .....

I/we will/will not be attending the Annual Awards Evening on Thursday 30<sup>th</sup> November 2017

Please indicate the number of seats required for Guests: \_\_\_\_\_ (maximum of 2)

Current school/college/employment: \_\_\_\_\_

Courses/position: \_\_\_\_\_



PRINCIPAL: Tracy Dohel