



Our ref: tdo/wda

November 2016

Dear Class of 2016 Student

### Awards Evening - Class of 2016

I am delighted to invite you to our Year 11 Awards Evening to be held in the Upper School Hall on Wednesday 7<sup>th</sup> December 2016, where you will be presented with your GCSE certificates. There will also be special awards issued to some students.

The evening will commence at 6.15pm with refreshments in the Dining Hall followed by a prompt start at 7.00pm in the Hall for the presentations. We expect the evening to finish at approximately 8.00pm. Please note that there is a formal dress code for all.

Please ask your parent/carer to complete and return the attached slip to Ms Daubney in the Upper School Office by Friday 2<sup>nd</sup> December 2016. If you are unable to come we would still appreciate a reply, as we rely on this information for organisational purposes.

We look forward to seeing you and celebrating your achievements.

Yours faithfully

Ms Tracy Dohel  
Principal

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### Class of 2016 Awards Evening

**Please return by Friday 2<sup>nd</sup> December 2016 to Ms Daubney (Upper School Office)**

[wdaubney@arkhelenswood.org](mailto:wdaubney@arkhelenswood.org)

Name: .....

I/we will/will not be attending the Year 11 Awards Evening on Wednesday, 7<sup>th</sup> December 2016.

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

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

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



**PRINCIPAL: Tracy Dohel**