



October 2019

Dear Former Student,

**Awards Evening - 6.00pm, Thursday 7<sup>th</sup> November 2019 at Castle Hall Academy**

We would like to invite you and your parent/carer(s) to be our guests at the academy's Awards Evening. The event will take place at the academy and will provide a valuable opportunity for all students to be formally recognised and rewarded for their achievements and successes. GCSE certificates and additional awards will be presented during the course of the evening.

It is expected that the speeches and presentations will be concluded by 7.00pm. Following this, you are invited to have refreshments with teachers and leaders. We would like to take this opportunity to advise you that Awards Evening is a formal event and formal dress is appropriate.

We hope that you are able to attend and would be grateful if you would either:

- Email [aschofield@castlehall.com](mailto:aschofield@castlehall.com) stating your name and the number of guests you will be bringing (a maximum of two).
- Telephone 01924 520500 stating your name and how many guests you will be bringing (a maximum of two).
- Complete and return the reply slip below.

We kindly request that you respond by Monday 28<sup>th</sup> October 2019. Should you be unable to attend, please contact Miss Schofield (Exams Officer) on 01924 520500 following the evening to arrange a time to collect your GCSE certificates/additional awards.

We look forward to seeing you and celebrating your achievements.

Yours sincerely,

Mrs S Coe  
Assistant Headteacher

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Student Name & Registration Group

I will be bringing \_\_\_\_\_ guests (a maximum of two guests can accompany you).

**Please return to Miss Schofield (Exams Officer) at the academy**

...where hearts and minds connect