

Our Ref: SCA/NSI

23rd October 2018

Dear Parent/Guardian

Please find a formal invite to our KS4 celebration of Achievement, 2018. The evening is an opportunity for each student to be presented with their GCSE certificates and for College to reward students for their achievement and effort in their academic studies. Also, special awards will be presented to some students to celebrate their exceptional contribution to whole college life. It would be fantastic to see a high turnout of students and parents at this celebration evening.

A special guest will be helping to present the awards.

The event will take place on **Thursday 29th November 2018** in the main hall at Trinity Catholic College with the awards and celebrations starting at **6.30pm** prompt and finishing no later than 8pm. Refreshments will be available after the event.

We do need to confirm numbers for the evening. To ensure a reserved seat all replies must be returned to school by no later than **Wednesday 21st November**.

There are several ways to respond:

- Email confirmation to Mrs N Sill sill.n@trinity.npcat.org.uk
- or alternatively a telephone call directly to 298100
- or returning the reply slip to Main Reception/Student Services
- or if 6th form student to 6th form Reception

Please note: Students dress code for the evening is smart/casual please. Pupils will be expected to arrive at the venue prior to the awards ceremony no later than 6.10pm.

We look forward to seeing you there.

Yours sincerely



Mr S Carey
Assistant Headteacher

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I will be attending the Presentation Evening on Thursday 29th November 2018

Student's Name: No of Guests:

Parent/Guardian Signature:

Please confirm by Wednesday 21st November