



21 November 2016

Dear Student,

I hope that no matter which direction your life has taken since you left school, that you are happy and well.

The school would like to invite you to collect your examination certificates on:

**Monday 12 December 2016**  
**from the School Hall**  
**2.20pm to 4.00pm**

If you require a representative to collect your certificates on your behalf, can you please provide a signed letter of permission to be brought along at the time of collection.

I hope to see you on 12 December.

Yours sincerely

Mrs S Metcalfe  
Assistant Headteacher