

June 2016

Dear Parent/Carer

Arrangements for Year 11 Students

On Thursday 23rd June at 9.15am students are invited into College to attend their Leavers' Assembly. There will be time for them to sign shirts and Leavers' Books.

They will need to be **smartly dressed** (no jeans) for this event and not in school uniform.

Students will be leaving site immediately after the assembly at approximately 10.30am.

Prom tickets will be distributed after the assembly.

Students must return locker keys to the Finance Office by Tuesday 21st June. The key deposit of £5.00 will then be returned, as long as the deposit has been paid. If students no longer have the key they should let Mrs Mead know (a refund will not apply). All lockers must be emptied prior to returning the key as any remaining contents will be disposed of by the end of term.

Yours faithfully

J E Koster
Progress Manager, Year 11

R Pegler
Assistant Headteacher